GUIDELINES FOR CONDUCTING SURVEY IN VIRGINIA FOR COST SHARE PROJECTS

Additional Guidance for the Implementation of the Federal Standards Entitled Archaeology and Historic Preservation: Secretary of the Interior's Standards and Guidelines (48 FR 44742, September 29, 1983)

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INTRODUCTION TO SURVEY

The Secretary of the U.S. Department of the Interior has developed broad national performance standards and guidelines to assist agencies and individuals with the implementation of historic preservation activities. These federal standards and guidelines are entitled *Archaeology and Historic Preservation: Secretary of the Interior's Standards and Guidelines* (48 FR 44716-44742). The Virginia Department of Historic Resources (DHR) prepared the following manual around these *Standards and Guidelines*. The intent is to provide a more detailed explanation and to clarify expectations for conducting architectural and archaeological survey in Virginia. The information contained in this manual is intended to be used by a wide range of individuals with varying degrees of training and experience in conducting survey work in Virginia, from the novice to the professional.

What is an historic resource survey?

An historic resource survey locates and identifies historic resources within a specific geographic area and documents them to an established minimum standard. Historic resource survey involves gathering and organizing data from the field, historical research, interviews and planning studies.

Why conduct an historic resource survey?

The primary reason for conducting a survey is to identify important historic resources in Virginia's communities and countryside. Such resources give localities special character and cultural depth. The information obtained by a survey can provide unique insights into an area's past and can form the basis for making sound judgments in planning. Survey data can be used to create a preservation plan in which significant historic resources are recommended for preservation. It also assists local, state, and federal agencies in meeting their responsibilities under various cultural resource laws. Survey leads to an increased understanding and public awareness of a locality's historic landmarks and a greater commitment to preserving them.

Who can conduct a survey?

Maintaining an ongoing statewide survey of historic resources is one of the primary responsibilities of DHR. Working with local governments, consultants, preservation professionals, federal and state agencies, and private organizations, DHR assembles and organizes survey data and incorporates it into the agency's Archives. Localities can undertake surveys in cooperation with DHR through its Certified Local Government program or through Cost Share projects using the State Survey and Planning Fund. Governments, preservation professionals, organizations, universities, and colleges often take on survey projects with guidance and supervision from DHR staff and qualified consultants who meet *The Secretary of the Interior's Standards* (see Appendix A – see http://www.cr.nps.gov/local-law/arch_stnds_0.htm). No matter what the source of survey material, it is important that survey data be evaluated and incorporated into the planning activities for the locality. The information generated by any survey project should be made available to community development and planning agencies, local, state, and federal agencies, developers, libraries and schools.

What has been done in Virginia?

Survey and documentation of the Commonwealth's historic buildings, structures, objects, sites, and landscapes have been an ongoing process since the Virginia Historic Landmarks Commission (predecessor of DHR) was established by an act of the General Assembly in 1966.

Historic resources have been surveyed by a variety of individuals and groups, including DHR staff, professional consultants, volunteers and students. In the late 1960s and 1970s, much of Virginia's survey efforts focused on the documentation of high-style examples of American architecture and structures associated with important Virginians and significant events. Beginning in the 1980s, historic resource surveys broadened to include representative examples of all resource types from all historic periods and associations. Industrial plants, workers' housing, military architecture, barns, schools, battlefields, historic roads, bridges, and designed landscapes are taking their place alongside Virginia's premier colonial and antebellum dwellings. Surveys of proposed historic districts were also emphasized as communities increasingly sought to identify and record the collections of historic resources that represented their cultural and historical identity and to consider measures to protect them.

To date, some 145,000 properties across the Commonwealth have been recorded at various levels of documentation. All counties and cities have at least some properties recorded in the form of DHR survey files; however, this number varies from less than 60 in Craig County to over 10,000 in Arlington County, and from fewer than five in some towns to over 2,000 in large cities like Richmond, Norfolk and Alexandria. Most counties are represented by 100 to 200 surveyed properties, while well-surveyed counties are represented by 400 or more. The original documentation is arranged by county and city and is stored in the DHR Archives in Richmond.

The information contained in these files is used by the DHR staff, government agencies, consultants, researchers, and the general public. DHR's survey data represents an invaluable source of information for a broad variety of disciplines and applications, including cultural resource management, public education, scholarly research, and preservation and environmental planning. Some of the survey material is outdated and must be confirmed for accuracy by site visits and further research. DHR generally relies on the accuracy of survey data on specific properties for no more than five years.

Since 1991, DHR has developed and administered Cost Share program agreements with local governments to fund county, city, and town surveys and planning projects through the State Survey and Planning Fund. Also in 1991, DHR began automating its extensive inventory of survey data. In conjunction with the National Park Service, DHR developed a survey database known as Integrated Preservation Software (IPS). Through a cooperative agreement with the Virginia Department of Transportation (VDOT), IPS was replaced by DHR's Data Sharing System (DSS) in 2001. DSS integrates survey and geographic data in an access-restricted, online environment.

As of 2002, DSS is the standard for survey data submission to DHR. See Chapters 7 and 10 for additional information about the system. For information on obtaining access to DSS, please contact the DSS Manager at 804-367-2323.

Virginia's Survey Priorities

DHR places priority on surveys that:

- **Are tied to the further development of historic contexts identified in the State Plan.**

  Survey projects that relate to the state preservation plan in one or more of the following ways are considered of high priority:

  1. Cover geographic and/or thematic areas for which existing information is limited or greatly in need of improvement;
  2. Develop statewide, regional or local historic contexts within the framework of the state preservation plan;
  3. Search for and identify all property types related to an already developed historic context within the survey area; or
  4. Conduct other identification activities pursuant to written goals and priorities for established historic contexts.

- **Further the *Strategic Goals for Historic Preservation in Virginia***

  Surveys that address one or more of the *Strategic Goals for Historic Preservation in Virginia* are considered of high priority, particularly those that help Virginia's local governments establish sound preservation programs that make historic preservation an integral part of the overall effort to foster and promote the general welfare of the community.

- **Are consistent with DHR's Register priorities.**

  Survey projects that relate to DHR's register priorities and/or anticipate registration of eligible resources following their survey are considered high priority, particularly those anticipating multiple-property nominations such as historic districts and Multiple Property Documentation submissions.

- **Address areas with insufficient, outdated or poor quality survey.**

  Survey projects for areas of the Commonwealth that currently have insufficient or poor quality survey are considered high priority. DHR will update annually its status report on the quality of archaeological and architectural survey for each county and independent city.

- **Address areas where historic resources are threatened.**

  Survey projects for areas or resources threatened by development or neglect are considered high priority.

- **Surveys that lead to protection.**

  The identification of historic resources is the first step toward their protection. Survey projects that include the updating or expanding of the preservation component of a comprehensive plan, the implementation of a local preservation ordinance, or other protection measures are considered high priority.

USE OF THE COST SHARE SURVEY MANUAL

This manual is designed to guide survey work being carried out under the Survey and Planning Cost Share program administered by DHR. It can also be used to direct survey projects carried out using Certified Local Government (CLG) funds. For information on these program areas, see DHR's web site at www.dhr.virgina.gov, or call DHR at 804-367-2323. Please note that DHR's general survey manual is currently undergoing revision. To address questions about the appropriate survey guidance to follow for program areas other than Cost Share and CLG, check with staff in the appropriate program area at DHR before proceeding.

The information contained in this manual is intended to apply to a wide variety of projects. It is designed to be applicable for small and large survey projects and for work carried out in urban or rural settings. Also, the directions provided herein are intended for use by the layperson or novice surveyor, and by the surveyor with more experience who needs to ensure that their work complies with DHR requirements.

CHAPTER 1
DEVELOPING A RESEARCH DESIGN

According to the Secretary of the Interior's *Guidelines for Identification* (Appendix A – see http://www.cr.nps.gov/local-law/arch_stnds_0.htm), "[w]ithin the framework of a comprehensive planning process, the research design provides a vehicle for integrating the various activities performed during the identification process and for linking those activities directly to the goals and the historic context(s) for which those goals were defined." In other words, the research design describes how the survey is going to be accomplished and what it is expected to reveal.

The research design will link all identified historic contexts with the goals of the survey and include the methods for achieving those goals. Survey methodology will include actions taken in the field and steps for conducting research.

Elements in Developing a Research Design

I. Objectives

   A. Purpose
   B. Goals
   C. Priorities
   D. Coverage

II. Methods

   A. Background Research
   B. Fieldwork
   C. Processing information
   D. Public Participation
   E. Schedule

III. Expected Results

   A. Kind or type of properties
   B. Number
   C. Location
   D. Character
   E. Condition

Objectives

The first step in creating a research design is to establish the purpose of the survey. Why is the survey being conducted? In most cases a survey is conducted for the purpose of making decisions about the significance of resources and their treatment. Other reasons may include raising public awareness about the historic resources in the community. In Virginia, a state that relies heavily on the tourism industry, a locality may wish to undertake a survey for the purpose of promoting economic development through the use of its historic resources.

After determining the survey's purpose, the goals of the survey are established. Goals can be general or specific depending on the identified needs of the community or organization conducting the survey. A locality may have broad goals to integrate the data produced by a local survey of historic resources into the local planning process. Or the locality may wish to create an inventory of historic resources for all areas of the community that are targeted for increased development. Survey goals can also be more specific. Examples of specific types of projects may be a comprehensive inventory of resources within an established historic district or an inventory of resources that may be affected by a proposed development or transportation improvement project.

It is best to develop goals centered on identifiable historic contexts. For example, consider a rural county in Southside Virginia that experienced an early-nineteenth-century boom in tobacco cultivation. This event may have resulted in the establishment of large plantations. However, during the late nineteenth century, tobacco production declined and the railroad became the catalyst for the development of several small communities along the rail line. The historic context for this scenario will focus on lower piedmont domestic and agricultural themes from the antebellum period and commerce and industry from the reconstruction and growth period. Therefore, the survey goals for this locality may be to conduct a county survey of all early-nineteenth-century domestic and agricultural resources associated with tobacco production and all concentrations of late-nineteenth-century resources in small communities.

Determining survey goals usually leads to the establishment of survey priorities, which, if applicable, will be included in a research design. Planning needs, threats, available funds, and politics may contribute to the establishment of priorities. Suppose the Southside Virginia county noted above is trying to bring more tourists to the area and each town wants to capitalize on its historic resources. In looking at the goals mentioned above, the first priority may be to survey the concentrations of late-nineteenth-century resources in small communities. Resources related to tobacco cultivation may become a second priority. A discussion of survey priorities often provides the overall objective statement for a survey project.

Finally, the area to be covered by survey must be established. It is important to define the survey area in terms of comprehensiveness and geographic bounds. Large city or county surveys are often selective, while project-specific surveys or historic district surveys are more comprehensive. Comprehensive survey involves the identification of every resource, whether historic or non-historic, within the geographic bounds of the survey area. Selective survey is based on predetermined criteria and may involve recording only the oldest, most significant, or best-preserved examples of a resource type.

For a city or county survey, the geographic bounds will usually coincide with the current political boundaries of the locality being surveyed. For a project-specific survey the survey boundaries will include the project area and the area of potential effect. Thematic surveys may cover several counties, a region, or the entire state.

Methods

Next it is necessary to determine the methods and techniques that are to be used during the survey to locate and evaluate resources. Most important for starting a survey is background research. First, determine the types of documents or resources that will be consulted and their probable location. Establish a procedure for obtaining and consulting existing resource information and a procedure for integrating it into the survey project.

The appropriate methodology for fieldwork will be determined by the survey's level of documentation, whether Phase I/reconnaissance or Phase II/intensive. The type of survey, whether comprehensive or selective, will also help determine what field methodology is appropriate. Selective survey often requires the development of a strategy for selecting properties in the field for recordation. The methodology for fieldwork also involves determining the type of equipment needed, the steps to be undertaken at each property that is being surveyed, and the method for recording each resource on a map.

Methodology will also include establishing a procedure for processing all the survey data, photographs, and other relevant information; a procedure for public participation in the project; and a schedule of tasks.

Expected Results

The *Secretary of the Interior's Guidelines for Identification* (Appendix A) states that, "[e]xpectations about the kind, number, location, character, and condition of historic properties are generally based on a combination of background research, proposed hypotheses, and analogy to the kinds of properties known to exist in areas of similar environment or history." The following questions are to be considered in developing the research design prior to beginning the survey project:

- Based on established goals, priorities, needs and methodology employed, what types of resources is the survey likely to reveal?
- How many resources may be located in the bounds of the survey area and what is the likely state of preservation?
- Where are the likely concentrations of resources?
- What distinctive characteristics may be identified?

Successful planning before beginning work will establish a framework for finding the answers to these questions.

CHAPTER 2
BACKGROUND RESEARCH

Research is one of the most important activities in conducting a survey project. The type of survey project and the amount of existing documentation and historic context development already available will determine the level of research needed for any given survey project.

Research should be conducted early in the project as well as in conjunction with field survey and report preparation. In most cases, the bulk of the research is conducted at the beginning of the project and is later supplemented as field survey reveals other avenues for inquiry. Good background research will allow the surveyor to avoid duplication of effort – do not repeat previous survey efforts, but instead reference them and build upon them.

Archival (background) research is conducted to build upon what exists by studying contemporary and historic documents associated with the survey area. This research will form the basis for the historic contexts and will allow development of survey objectives and strategies, establishment of survey priorities, and formation of opinions about expected results. Research and historic context development is not intended to be an exhaustive discourse on the entire history of the project area. It should focus on the range of historic resources found on properties under investigation and provide background for understanding and interpreting them.

All previous work should be studied with a critical eye. It is not necessary to accept everything at face value and it is perfectly appropriate to correct or reinterpret previous efforts if archival research or field survey demonstrates that it is imperative to do so. Survey and research techniques have evolved and changed considerably over the past fifty years and earlier surveys may have been conducted without benefit of adequate research or with a different research objective in mind.

When conducting reconnaissance-level survey, in-depth research on every historic property is not necessary. Reconnaissance survey is intended to provide an overview or a sampling of the types of resources in the area. Focus research on developing general trends and themes that allow the resources to be placed in a broad historic context.

When conducting intensive-level survey, it is necessary to research the history of specific resources that are being surveyed. Place the properties in their appropriate historic contexts and establish their associative and historic value within those contexts.

For a list of sources to consider in planning research, see *How to Research Your Historic Virginia Property* (Appendix E). For most architectural and archaeological surveys, background research will consist of the following steps:

- **Consult the DHR Inventory.**

  DHR is the Commonwealth's central repository for survey information on Virginia's historic buildings, structures, sites, objects and historic districts. The DHR inventory includes survey information gathered statewide by the agency since 1967. Inventory files include copies of WPA (Works Progress Administration) survey forms from the 1930s and HABS (Historic American Buildings Survey) forms from the 1950s and 1960s. Inventory files also contain information supplied by private property owners, local governments, other state agencies and federal agencies, private consultants, and volunteers. Inventory files exist for every locality in Virginia, with variations in quality and coverage.

  DHR's inventory is not comprehensive. Furthermore, the survey material may be outdated and may not provide an accurate picture of a property's current condition, location or even existence. Therefore, it is important to remember that consulting the DHR inventory does not provide a complete picture regarding the presence or absence of historic resources in a county, town, or city. Instead, it will illustrate what resources have been recorded for a particular area. Take into account the source, quality, and age of the survey data before determining what level of field survey is warranted for the survey project. Properties for which the survey data is five years of age or older should be resurveyed, or at a minimum, re-photographed.

- **Consult the DHR Library.**

  In addition to its extensive inventory, DHR has the largest collection of unpublished survey reports in Virginia. Many of the survey reports were written for specific federal or state undertakings and cover site-specific areas. Copies of the reports reside with the sponsoring agency and with DHR. Other county or city survey reports cover large areas and are more general in scope. Copies of county or city reports reside with the respective locality and with DHR. Each survey report contains an historic overview or context and a bibliography of sources consulted. Review of survey reports will assist in providing an introduction to the resources in the survey area in question and will provide reference to archival documents.

- **Consult local government agencies, including historical societies and preservation groups, as well as local colleges or universities.**

  Persons representing the locality in which work is being conducted will be among the most knowledgeable of previous survey efforts and existing archival resources. Also, collections at local colleges or universities should be consulted to determine what research has been conducted in the project area.

- **Consult collections of materials held in repositories such as the Library of Virginia and the Virginia Historical Society.**

  The Library of Virginia contains many resources of value for conducting a survey project. These include published histories, unpublished materials such as state agency records and manuscripts, maps, Mutual Assurance Company records, and an extensive photo collection. The Virginia Historical Society has a library and reading room, where published works, maps, and manuscripts and other archival materials can be consulted.

- **Review existing planning documents at the local and state level.**

  A review of local and state planning documents will assist in developing survey strategies and identifying potential threats to historic resources. Threats can be in the form of development, road or utility expansion, neglect, and planned demolition. Local and regional planning offices and local departments of public works are the best source for this information. At the very least, consult the local comprehensive plan, the Virginia Department of Transportation Six-Year Plan and other appropriate VDOT documents, and Dominion Power's public utility plan.

CHAPTER 3
HOW TO USE HISTORIC CONTEXTS IN VIRGINIA: A GUIDE FOR SURVEY, REGISTRATION, PROTECTION AND TREATMENT PROJECTS

Introduction

When conducting field work and documentary research, and preparing site forms, reports or publications, all research projects in Virginia are to be planned, conducted, and summarized according to the system of statewide "historic contexts" defined by DHR as a part of the *Virginia Comprehensive Preservation Planning Process*, in accordance with the *Secretary of the Interior's Standards for Preservation Planning* (Appendix A).

In order to evaluate and protect significant historical properties, it is essential to link them with other similar examples and with the broad patterns of the state's history from prehistoric times to the present. Historic resources are studied because these buildings, archaeological sites, districts and objects represent aspects of our development as a society over time in many fields, ranging from the history of agriculture in Virginia to the development of transportation systems in the state.

Historic contexts can be defined on many levels and for many purposes. They can provide information for an inventory site, a National Register of Historic Places (NRHP) nomination, a preservation law compliance survey of a project area, a county or regional survey, or a thematic study. Regardless of the scope, the approach is the same – to place historic properties within the context of the broad patterns of history that created them and to place any one example within a larger group of similar properties. For example, in order to understand and evaluate one historic railroad station in a Virginia community, it is essential to compare the station to other examples of its type and period within the area and across the state. The stations as a group should be considered within the context of the history of rail transportation, both locally and in terms of the development of the state's railroad system.

By using the system of standardized historic context headings developed by DHR, any property can be placed within its appropriate context by region, theme, and historic period. Research publications should also use these categories as standard headings to organize information by region, time period, theme, and property type. By using this standardized approach to collect and analyze information about Virginia's cultural resources, it is possible to understand the data now available on historic properties, work to fill in the data gaps, and improve our basis for preservation decision-making.

A Step-by-Step Approach for Resource-Based Decision-Making

Step 1: Identify the region(s) in which the historic property or project

area is located.

Given the remarkably wide variability of prehistoric and historic development across Virginia, the most basic level used by DHR in making preservation planning decisions is the region. For the purposes of Virginia's comprehensive preservation planning process, eight cultural/geographic regions have been defined, all of which closely align with major physiographic province boundaries of the state, and individually have general utility for representing major prehistoric and historic trends across the Commonwealth. The eight regions are as follows: Northern Virginia, Upper Coastal Plain, Lower Coastal Plain, Eastern Shore, Upper Piedmont, Lower Piedmont, Valley, and Southwest Virginia. For an overview of the eight regions, see Appendix B.

By design, all regional boundaries respect existing county lines to allow for the integration of specific county and city preservation plans with regional plans. The regional boundaries also correspond generally to the statewide planning framework represented by Virginia's 21 planning district commissions. While the buildings, townscapes and landscapes of all regions have many common features, the distinctive qualities of each contribute significantly to the cultural vitality of the Commonwealth. Definition on a regional basis for historic contexts in Virginia's comprehensive planning efforts is designed to recognize and affirm the diversity in Virginia's cultural landscape. For example, today as in the past, the Shenandoah Valley is a different place in which to live and work than the Lower Piedmont or the Eastern Shore.

Step 2: Identify the time period(s) when the known or predicted historic site(s) gained significance.

The sequence of time periods outlined in Appendix C provides a basis for understanding prehistoric and historic cultural developments. If a report is to be produced as part of a survey project, use these periods as major organizational headings for discussing the history of the region, project area, and site.

Step 3: Identify the relevant theme(s) for the type of historic property in question. Organize the history of the property or project area by addressing any relevant themes under the broader time divisions.

The eighteen cultural themes outlined in Appendix D can be applied to Virginia's material cultural history from prehistoric times to the present. This thematic framework is the major conceptual element common to all eight regional historic contexts defined by the State Preservation Planning process; however, it can be applied to any geographical area, small or large urban area, county, subregion, or region. These themes, together with their associated property types, offer not only a comprehensive set of research fields for scholars, but also a useful framework for the basic task of historic resource management – establishing goals and priorities for identifying, evaluating, registering, and protecting historic, architectural, and archaeological resources, and achieving those goals through the broader planning process.

Step 4: The historic context for a particular property is defined by theme, region, and time period.

As an example, the primary historic context for a gristmill built in 1810 and located in Fairfax County is, industrial history of the Northern Virginia region in the period 1789-1830.

Since mills were integral to the agrarian economy of Northern Virginia, agricultural, commercial and transportation developments in the same period are related historic contexts that may be important in understanding the property. The industrial theme is primary, however, because mills are identified in Virginia's state-planning framework as an industrial property type both by function and use.

Use this kind of context heading to place the property in context and to organize research results.

Step 5: Create the historical background for studying the historic site or project area, by describing those trends in settlement, cultural change, economic life, technology, etc. that are appropriate and relevant to the identification of historic properties by the relevant period(s) of significance.

Consult DHR's Archives for existing historic context documentation that may be appropriate. Particularly useful are DHR's series of county survey reports and unpublished cultural resource management reports, as well as National Register of Historic Places (NRHP) documentation for similar property types or for other properties in the region.

Step 6: Once this historical background has been described, think about how the type of property under consideration relates to the context.

For example, what role did gristmills play in the agricultural life of Fairfax County in this period?

Step 7: Evaluate the current level of knowledge concerning the property type and the theme. Are there data gaps?

Describe past research and survey work for the type. Consult DHR Archives for information in assessing the completeness of the database for the property type and theme. How would this property or research project contribute to filling any data gaps?

Step 8: Describe the property type in terms of geographic distribution and estimated numbers of examples in the county or region.

Use sources such as historic census data, directories, historic maps and atlases, or local histories.

Where are the properties relevant to human occupation located, and why are they located there? Discuss those relevant environmental features, settlement patterns, transportation systems, and other factors that may have influenced the location of this property type in the area under study. If possible, estimate the number of these properties in existence during the time period. Describe locations and estimate numbers of surviving examples today. Discuss reasons for the loss of these properties over time. Compare documentary sources and maps by using historic and present day census data, and consider any test sampling or predictive models that could be applied.

Step 9: Discuss the character-defining features of the property type and requirements for integrity.

How does the property compare in terms of expected characteristics and levels of integrity? Also note whether there are any exceptional features, since there may be variety within a property type. Consult the DHR Archives, including NRHP documentation for similar property types, for information in assessing the integrity thresholds for various property types.

Step 10: How does the property compare to other examples of the type in the region and time period?

Note similarities and differences between the property under consideration and others of its type in the same region and of the same time period.

Step 11: What threats face this type of property in the region and what is the level of urgency?

Refer to the State Preservation Planning Framework and DHR's growing body of regional and local preservation planning documents for a description of stresses threatening historic properties in Virginia generally, in the region, and in the locality. Be aware that there may be immediate threats or long-term threats and try to understand the whole picture. For example, an historic building may not be directly threatened, but its setting, landscape, and viewshed may be threatened to the extent that the value of the resource is severely diminished.

Step 12: What preservation goals should be sought for this property type?

Determine appropriate protection and treatment recommendations for the property type. How do further study and protection of this particular example help meet these goals? The level of detail for goals and recommendations will vary, depending upon the project. Recommended goals may include:

- Identification – research and survey activities.
- Evaluation – analysis of historical significance and other social and economic factors, assessment of integrity, and evaluation of eligibility for listing in the NRHP.
- Protection and treatment – preservation in place, avoidance, rehabilitation, adaptive reuse, data recovery and recordation, and public interpretation.

Consult DHR's collection of preservation planning documents for material on protection programs and recommendations, some of which may be applicable on the local and regional levels. The State Preservation Planning Framework also contains statewide preservation goals and objectives, which may be of use.

CHAPTER 4
ARCHITECTURAL SURVEY FIELD TECHNIQUES

Although the techniques used in identifying historic properties may vary, architectural surveys are defined by type, whether comprehensive or selective, and level of documentation, whether reconnaissance or intensive.

Types of Survey

Comprehensive Survey

Comprehensive survey involves recording all historic and non-historic resources in a geographical area. This type of survey is primarily used for local planning purposes and to document historic districts expected to be nominated to the Virginia Landmarks Register (VLR) and the National Register of Historic Places (NRHP). In Virginia a historic district nomination requires an inventory of all historic and non-historic resources contained within the boundaries of the district.

Selective Survey

Selective survey involves choosing historic resources to be recorded based on the objectives of the survey, such as the purpose, goals, priorities, and geographical area. Other factors and constraints, such as the cost and extent of the survey, may determine the number of properties to be surveyed, thereby constraining the surveyor's selection methodology. In most surveys (except historic district surveys), the surveyor selects an historic resource based on its rarity, quality of architectural design, physical integrity, building type, date or period of construction, threat(s), or state of preservation.

Levels of Documentation

Reconnaissance Survey

A reconnaissance survey is a broad visual inspection or cursory examination of historic resources in a specific geographical area. In Virginia, individual properties are recorded at a minimum level of documentation using DHR's reconnaissance-level field form, with data then entered into the DSS. The following reconnaissance-level survey materials are provided to DHR with the DSS form in hard copy:

- A description of the exterior and setting of the property, including any secondary resources
- A limited number of exterior photographs of each historic resource
- A site plan
- A section of a United States Geological Survey (USGS) quad map

identifying the location of the resource

Inspections of interiors of buildings are not required, but are certainly recommended if the property owner is accommodating.

A reconnaissance survey is particularly useful in determining or predicting the distribution of historic architectural properties in a certain geographical area. Although reconnaissance-level survey data is not usually sufficient to evaluate individual properties for listing in the VLR and NRHP, it does record properties at a minimum level and provides a base level of information for obtaining more detailed survey data at a later date. See Chapter 5 for further discussion of reconnaissance-level survey techniques.

<u>Intensive Survey</u>

An intensive survey involves a more in-depth look at specific historic resources in a geographical area and typically identifies the most significant historic resources in that area. Properties are recorded at a higher level of documentation using DHR's intensive-level field form, with data entered into the DSS. The following intensive-level survey materials are provided to DHR with the DSS form in hard copy:

- A detailed exterior and interior architectural description of the property and its setting, including any secondary resources
- A brief history of the property including current and significant owners and the building's architect, if known
- Several interior and exterior photographs
- A site plan
- A floor plan
- A section of a USGS quad map identifying the location of the resource.

Intensive survey data can be used to determine the property's potential eligibility for listing in the VLR and the NRHP. It is important to remember that interior photographs are required before an eligibility determination can be made. See Chapter 6 for further discussion of intensive-level survey techniques.

Fieldwork

Survey requires fieldwork. The surveyor must first determine the type of survey to be undertaken (comprehensive or selective) and the level of documentation (reconnaissance or intensive), as defined by the survey objectives; the types of historic resources to be identified; and the survey area. Some surveys are limited to a small geographical area such as a historic district in a small town, others are countywide and cover thousands of acres.

The use of maps, especially USGS topographic maps, is essential for defining the survey area. For rural and small town surveys USGS topographic maps are sufficient in scale to indicate major roads, secondary roads, forested and open areas, natural features, driveways leading to farmsteads, houses or other primary resources, farm buildings, old roads, and cemeteries. Some large towns and most cities have such a heavy concentration of buildings that USGS maps do not indicate each individual building. Therefore, town and city base maps are recommended for urban surveys. These may be used in addition to USGS maps, but not in place of USGS maps. Most town and city planning offices can provide the surveyor with base or tax maps of sufficient scale to clearly identify buildings or at least the lots on which they are located.

The entire United States is divided into a grid system of USGS topographic quadrangle maps. Derived from aerial photography and often photo-revised at a later date, each quadrangle map is usually named for a particular town, village, city, or natural feature located on that particular map. Each quad map covers about seventy square miles of territory. Most counties in Virginia are made up of several USGS quad maps, while most cities and towns are located entirely on one quad map or divided by two quad maps. USGS topographic maps are ideal for locating and indicating historic resources and are required for all survey. They may be purchased through the United States Geological Survey, the Virginia Department of Mines, Minerals, and Energy, or an engineering supply store. Maps are ordered by quad map name. DHR Archives personnel can provide the surveyor with the names of USGS topographic quad maps for the survey area.

Once the survey area is defined and the appropriate USGS maps are obtained, the surveyor should become familiar with the survey area by driving or walking the area to examine the topography of the land and identify man-made and natural features, circulation networks, transportation routes, and spatial relationships between buildings in their rural or urban settings.

Selective survey in rural areas, such as a county survey, requires the surveyor to drive all primary and secondary roads in the county looking for buildings that may meet the objectives of the survey. All lengthy private property roads and driveways should be driven to determine if a historic or non-historic building is located at the end. However, take care to respect private property rights at all times. If no trespassing signs are posted, contact the property owner by phone or mail in advance to ask permission to come onto the property and photograph any historic buildings that may be located there.

If the surveyor must enter private property to record a building or group of buildings, the owner or resident must be informed of the surveyor's intentions and permission must be granted before recordation begins. Most owners and residents tend to grant permission once the surveyor explains the nature and importance of the survey. The owner can also be very helpful in providing information about the history of the property and its buildings. Many property owners are proud of their historic buildings and will be enthusiastic about having them recorded if they fully understand the purpose of the survey.

It is important to keep in mind that many local government officials and members of local historical organizations can help to provide access to private properties. Before beginning fieldwork, it is advisable to contact the local police department to explain the project and provide identification information about the individuals who will be conducting fieldwork along with descriptions of their vehicles. Planning for visits to properties with the assistance of local officials and local residents involved in the project will often save time and may yield additional historical information about the properties.

Once a property is selected for recordation and permission is obtained from the owner, the surveyor must determine the primary resource located on the property. It is usually not difficult to determine the primary resource. It is the most significant, but not necessarily the largest, building on a property. In most cases, a dwelling, church, school, commercial building, or industrial building will be the primary resource and a garage, outbuilding, barn, shed, cemetery, or other associated building, structure, or site will be considered a secondary resource. All secondary resources on a property must be described and photographed, but the primary resource will receive the most attention.

Occasionally, the primary resource on a property is not the resource that would typically be considered of primary importance. For example, a farmstead with a collection of buildings may contain a residence, a barn, and several other outbuildings such as a corncrib, a poultry house, and a machine shed. If the residence is not historic, but the other buildings are, the primary resource may be the barn, as the most important outbuilding in the complex. The surveyor is expected to make educated judgments in the field concerning application of the survey guidelines.

It is important to bear in mind that the photographic documentation taken during field survey will represent the property to others who may not be able to visit it in person. It provides a lasting record of buildings and structures that may undergo remodeling or demolition, leaving the photographs as the only record of their appearance at the time of survey. Therefore, it is critical for the surveyor to make every effort to provide clear, well-framed, carefully composed photographs.

To conduct survey fieldwork in Virginia, the following equipment is needed or recommended:

- A letter of introduction from the local government sponsoring the survey project in collaboration with DHR.
- Personal identification, such as a driver's license.
- 35-mm camera with black-and-white print film to be used to record all surveyed properties and color slide film for properties that the surveyor deems potentially eligible for listing in the VLR and the NRHP of Historic Places. See Chapter 8 for additional information regarding photographic

documentation requirements. Also, please note that digital images may be required for Cost Share projects. If so, a digital camera will be needed to carry out photographic documentation.

- DSS field forms – DHR has created field forms that include all fields that appear in the electronic version of DSS. These forms are formatted in the order in which the fields will appear on the DSS screens during data entry. The field forms allow the surveyor to quickly describe the historic resource. They also provide space for floor plans (if applicable) and a site plan. The information obtained on the form in the field can then be entered into the DSS database at a later date. See Chapter 7 for additional information regarding DSS data entry for architectural resources.
- USGS quad maps (copies or originals) – for recording the properties while on site.
- Clipboard or other solid writing surface.
- Pencils – mechanical pencils are more convenient (they will not need sharpening).
- Straightedge or ruler – for use in sketching floor plans and site plans (free hand sketches are acceptable if neatly drawn). Graph paper is useful for drawing floor plans and site plans.
- Tape measure – DHR does not require the surveyor to measure an historic building, however it may be desirable to record overall dimensions of some buildings.
- Flashlight – to investigate dark interior spaces such as attics, closets, and cellars.
- Compass – useful in determining a north arrow, which is required for all site plans.
- Tape Recorder – useful in recording interviews with the owner or resident.
- Cell phone – it is recommended that surveyors carry a cell phone in case of emergency.
- Road map(s)/town or city map(s) of area being surveyed, for reference while in field.

CHAPTER 5
ARCHITECTURAL RECONNAISSANCE-LEVEL SURVEY

Photograph the Property

Using a 35mm camera with black-and-white print film, and a digital camera if required, take two to three exterior photos of the primary resource (depicting front, rear, sides, close-up views, details, setting) and one to two exterior photos of each historic secondary resource and landscape feature. If recording buildings for an historic district inventory, take one to two exterior photos of each primary resource in the historic district and one exterior photo of any secondary resources. It is important that the primary resource be photographed in clear view and not obscured by foliage. One photo showing a group of no more than three small secondary resources, such as a garage and two sheds, is acceptable. However, a photo showing several buildings or structures in the distance is not acceptable, unless this view is accompanied by photos showing the resources at closer range and with more detail. No interior photos are required at the reconnaissance level of documentation, but a sampling of interiors should be investigated and photographed in order to understand more fully the range of historic resources in the survey area.

DHR strongly suggests that wide-angle camera lenses not be used for exterior photographs since these lenses tend to distort vertical dimensions of buildings. A perspective-correction lens is highly recommended for best results. Wide-angle lenses are recommended for interior photography.

See Chapter 8 for additional guidelines regarding photographic documentation.

Describe the property

Gather all of the necessary pieces of information needed to create a record for the DSS, including the following:

- Identification number (see Chapter 8).
- Name of property, address, location, site description, classification, exterior materials and treatment, date of construction, observed alterations and dates of alterations, an architectural description, physical condition, secondary resource description, historic contexts, graphic documentation, and name of property owner. Interviewing the owner or resident, while not required at this level of survey, can provide a good deal of information on the current function and history of the property.
- Site plan showing: the primary resource; its spatial relationship to any secondary resources; street, road or drive that provides access to the property; any important natural features such as lakes, rivers or creeks; landscape features such as gardens and trees; and a north arrow. Sketched site plans are acceptable if they are clearly drawn. A parcel map

is acceptable provided it shows all resource locations on the parcel and indicates access and important landscape features.

Locate the Property

Circle and highlight the historic resource or group of resources on a photocopied section of the USGS quad map on which the property is located. Exact property boundaries do not need to be defined at this level of documentation. It is important to indicate the name of the property, the resource's identification number (see Chapter 8), and the name of the quad on the map.

CHAPTER 6
ARCHITECTURAL INTENSIVE-LEVEL SURVEY

Photograph the property

Using a 35mm camera with black-and-white print film, and a digital camera if required, take five to ten exterior photos of the primary resource (including front, rear, sides, architectural details, close-up views, and setting), and one to two exterior photos of any secondary resources and significant landscape features. It is important that the primary resource be photographed in clear view and not obscured by foliage. One photo showing no more than three small secondary resources, such as a garage and two sheds, is acceptable. However, a photo of several buildings in the distance is not acceptable, unless this view is accompanied by photos showing the resources at closer range and with more detail.

DHR strongly suggests that wide-angle camera lenses not be used for exterior photos since these lenses tend to distort vertical dimensions of buildings. A perspective-correction lens is highly recommended for best results. See Chapter 8 for additional guidelines regarding photographic documentation.

Interior photos are required for intensive-level documentation. If the project requires intensive-level survey of a certain number of buildings and the interior of a particular building cannot be accessed, the surveyor must choose another property to record at the intensive level. Photograph the principal rooms using a wide-angle lens to show as much of the volume of space in the room as possible. Close-up photos of architectural elements, such as mantels, cabinets, windows, doors, trim, and stairs, are also encouraged, but they should complement photos showing the volume of each principal room. Be careful not to overexpose the subject of the photo by using too intense a flash. Raking light is often ideal for illuminating architectural features.

In the case of a DHR-sponsored survey, intensive-level documentation will include color slides of: the exterior and interior of the primary resource; exterior of all secondary resources; and the setting of the property.

Describe the property

Gather all of the necessary information needed to create an intensive-level record in the DSS, including:

- Identification number (see Chapter 8).
- Name of property, address, location, site description, acreage, classification, exterior and interior descriptions of the primary resource, date or period of construction, observed alterations and dates or periods of alterations, interior plan type, physical condition, possible threats to the

resource, exterior description of any secondary resources, events and individuals associated with the property, historic contexts, historical and architectural significance of the property, potential for meeting the criteria for listing in the VLR and NRHP, graphic documentation, and property owner contact information.

- Site plan showing: the primary resource; its spatial relationship to any secondary resources; street, road or drive that provides access to the property; important natural features such as lakes, rivers, or creeks; landscape features such as gardens and trees; and a north arrow. Sketched site plans are acceptable if they are clearly drawn. A parcel map is acceptable provided it shows all resource locations on the parcel and indicates access and important landscape features.
- Neatly sketched or printed floor plans of the primary resource with a north arrow.

Locate the Property

Circle and highlight the historic resource or group of resources on a photocopied section of the USGS quad map on which the property is located. If possible indicate the approximate boundaries of the property on the map, especially for large rural properties. It is important to indicate the name of the property, the resource's identification number (see Chapter 8), and the name of the quad on the map.

Interview the property owner

A good deal of information about the current function and history of the property can be obtained by interviewing the property owner or resident. The owner may also provide the surveyor with names of other persons to interview and other useful sources of information.

CHAPTER 7
DSS DATA ENTRY INSTRUCTION FOR ARCHITECTURAL SURVEY

DSS Data Entry Instruction for Architectural Survey

The Department of Historic Resources
2801 Kensington Avenue
Richmond, VA 23220
804-367-2323

Introduction

The following data entry guidelines are to be followed for new DSS entries. When updating previously submitted DSS records, please contact Ariel Lambert, DSS Manager, at 804-367-2323 x 118 or ariel.lambert@dhr.virginia.gov to have the record placed in your edit box. To access records in your edit box, select "Edit Work-In-Progress" in the "Field Data Support" menu. When editing records, please keep in mind how crucial it is to save information from previous surveys. For example, please do not erase architectural descriptions from previous surveys. Rather, write a new description underneath the existing description and preface the new description with the date of the survey. For fields that can only accommodate one selection (for example, the date on Screen 1), you may correct previous survey data. However, please make note of such changes in your architectural description or significance statement for the resource, whichever is more appropriate.

When finished with the data entry process, please remember to submit your records to the DSS Manager by checking the box next to the record in your edit box and selecting the "Submit" button. Also e-mail the DSS Manager to notify her of the submission. Once submitted, the DSS Manager will review the entry and either submit it into the main system or send it back to the user's box for revisions.

Screen #1
General Property Information

You must enter the file number first. You will note that the heading is in red for this entry—red indicates a required field provided data is being entered on that screen.

The file number that you enter in the first field will be the controlling number for the entire form. It will appear at the top of each screen. Do not enter a temporary number for architectural resources. You must obtain a record number from the Department of Historic Resources (DHR) Archivist by submitting a copy of a USGS topographic map showing the property's exact location, as well as its historic/common name and/or address.

All properties will have a file number prefix that is three digits and a secondary number that is four digits. All counties, cities, and independent towns in Virginia have an identifying number that goes in the **first** file number box. For example, the independent city of Charlottesville has the prefix of 104; file numbers within an unincorporated portion of Albemarle County begin with 002; and DHR file numbers for resources within the incorporated town of Scottsville in Albemarle County begin with 298.

The **second** part of the DHR file number must be four digits. It will identify the specific resource. The DHR Archivist will assign this number. Do not assign your own number.

The **third (or "tertiary")** number is used only for properties within an historic district or for a property that has multiple buildings that need to be surveyed individually.

NOTE: If you are recording an individual property, do not include a third number—leave the third box in the DSS form blank.

When entering properties within districts, the Archivist will assign you a district number—which is the second number—and will also provide you with a starting tertiary number, allowing you to assign the additional tertiary numbers. Be sure that both the second and third numbers have four digits. Otherwise, the system will misfile it.

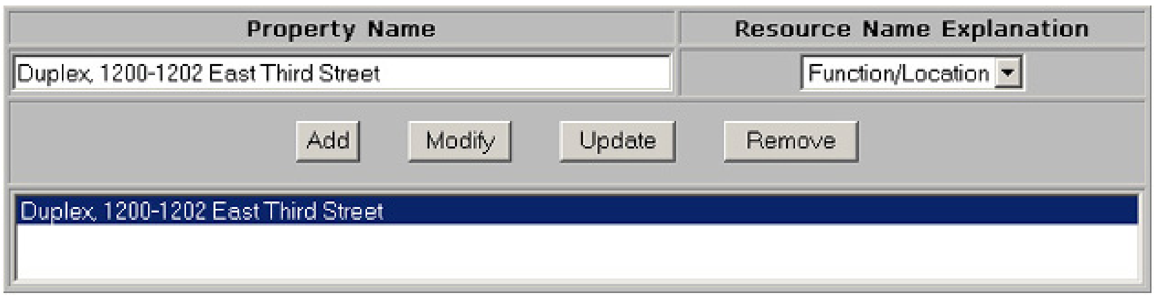
Example: Correct: 104-0540
Incorrect: 104-540

Example: Correct: 127-0375-0018
Incorrect: 127-375-18

Other DHR Number: This field is only completed if 1) a property is within an historic district and has previously been surveyed with an individual file number, or 2) the property includes an archaeological site for which an archaeological site number has been assigned. If you are updating a previous DSS record for a property within a historic district, it is important that you enter your new historic district number in this field and retain the individual number in the main DHR number field.

Property Date: Enter the earliest date associated with the property. If you are not certain of the exact year, you may choose “pre,” “post,” or “ca” from the pick list.

Property Name



Enter the most common name of the property first and indicate the explanation for the name from the pick list.

Since many properties have several names, you have the option to list alternate names using the “add” function. To add a new property name, type in or paste a resource name and choose an explanation. Then use the “add” function to move the entry out of the boxes and into the record.

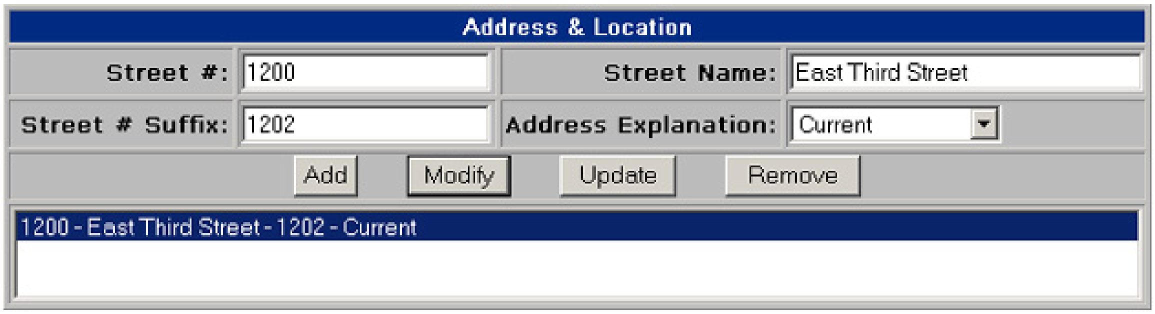
To alter an existing property name, highlight a previously entered name and select “Modify.” This will move that entry into the boxes either to view it or to modify it. Once modified, select “Update” to move that entry out of the boxes and back into the record.

NOTE: If an entry is not moved back into the record using the “add” or update” functions, the data will be lost when the page is saved.

If a property does not have a name, you should list it according to its building type with an additional description. For example “Commercial Building, 1029 Broad Street” or “Barn, Off Route 630.” The explanation under these circumstances should be “Function/Location.” In most instances, particularly in historic districts and urban areas, the record should include a “Function/Location” name for the resource in addition to any Current or Historic names.

With the exception of numbered streets higher than “tenth,” spell out the names of streets. Also spell out the street’s prefix and suffix. For example, “100 North Second Street” and “200 West 31st Street.” This rule also applies to the address and location section of this page.

Address and Location



Enter the street number, the complete street name, and then select an explanation from the pick list. Rural properties should have a “911” address such as “12516 Harris Mill Road” as well as a county or state route number. Use the “Add/Modify” to include both addresses—12516 Harris Mill Road as the Current address, and Route 632 as the Alternate address. Do not put both the street name and route number together in one entry. For example, 12516 Harris Mill Road/Route 632 is not correct.

If your property has a range of addresses (for example, 1200-1202 East Third Street, above), enter the first number in that range in the “Street Number” field and the last number in the range in the “Street # Suffix” field.

> **NOTE:** The Street # Suffix field should not be used for a street name suffix such as street, avenue, or boulevard. It should only be used when the property has a range of addresses.

Select the County or Independent City from the pick list. The Zip Code is useful but not required. There is a field to enter the Magisterial District and the Tax Parcel number if you know them. If the property is located in a town, village, or hamlet or within its vicinity, select both the County/City and the name of the smaller jurisdiction.

If you wish to restrict UTM data on the property, note this in the appropriate field.

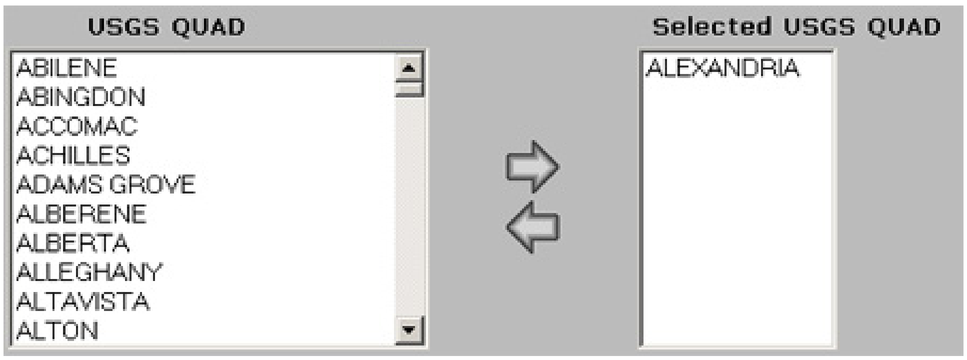
Vicinity is used to indicate that you are recording a rural property, not within a city, town, or village, but in its vicinity. Indicate “yes” if the property is located within the vicinity ofa city, town, or village. Leave the vicinity field blank if the resource is located within a city, town, or hamlet.

The “Open to Public” field is a required field. You must indicate whether or not the property is open to the public. Indicate “No” (not open to the public) for residential properties and other private buildings. Indicate “Yes” (open to the public) for stores, churches, public buildings, museums, etc.

If a Cultural Resource Management (CRM) report is being prepared in connection with the survey of this property, or if a previous report is known, please indicate “Yes” in the “Is there a CRM report?” field. Otherwise, indicate “No.”

UTM Coordinates: Coordinates are not required for properties recorded at the reconnaissance level or intensive level unless it is to be submitted as part of a nomination to the National Register of Historic Places. When entering UTM coordinates, if the resource is ten acres or smaller, a central UTM point should be entered in the UTM Center field. If the resource is larger than ten acres, multiple points should be entered in the UTM Coords field to indicate its boundaries.

USGS Quad

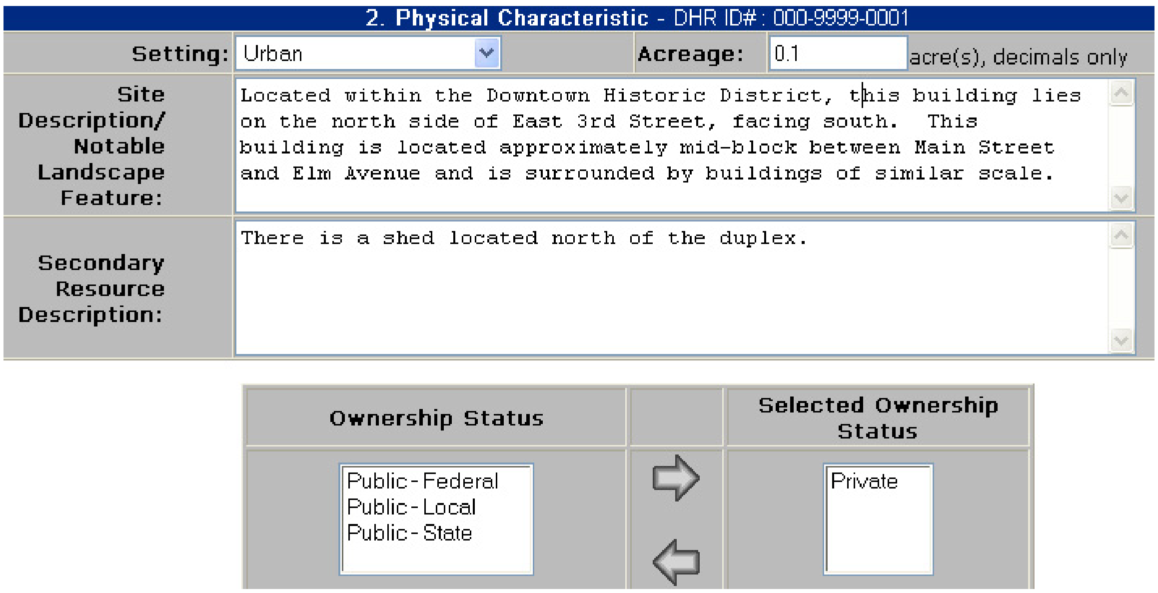


Select the Quad on which the property is located. If the resource straddles more than one Quad, you have the option to list more than one Quad here. You select the Quad by finding the name in the list on the left, highlighting it, then clicking on the arrow pointing towards the right. This will remove the quad name from the general list on the left and enter it into the record in the column on the right. To deselect an erroneous quad name, highlight the name on the right, click on the arrow pointing to the left, and the name will be returned to the full list.

VERY IMPORTANT: At the end of every screen, you must select the **"Save"** button to move to the next page. Otherwise, the work that you completed on that page will not be retained.

NOTE: If you return to a previously edited page, to ensure that you see all the changes you have made to that screen, first **"Refresh"** the page using the icon in your Microsoft Explorer toolbar. If you do not have the refresh icon on your toolbar, go to View in your toolbar, and select "Refresh" from the list.

Screen #2
Physical Characteristics



Setting: Choose an appropriate setting from the pick list. Choices are City, Hamlet, Rural, Suburban, Town, Transportation Corridor, Urban, or Village. City should be selected for those built-up areas within an independent city's boundaries; Town for built-up areas within an incorporated town; Village for a grid layout within an unincorporated town; Hamlet for a crossroads-style community; and Rural for a resource in open country. Suburban and Urban are available as options for built-up areas that match those descriptions, while Transportation Corridor would describe an otherwise rural area that is built up along a main road.

Acreage: Exact acreage is not required except for intensively surveyed properties. Record in decimals only. Example: 1 acre; 10.56 acres. Otherwise leave as 0.

Site Description: This open text field calls for a brief description of the property site. This statement should explain the visual impression presented by the property or the district as a site and a setting for its resources. Note all significant man-made or designed landscape features. If the record is for a resource within a historic district, the site description should be specific to the individual property rather than the historic district in general. This open text field should be filled out using complete sentences.

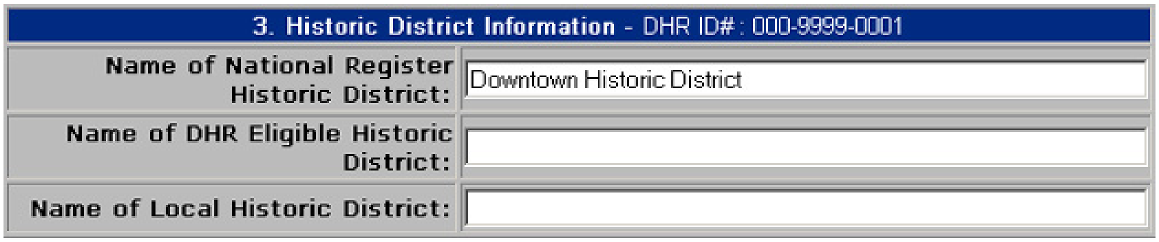
NOTE: All open text fields should be first composed as part of a Word document and then pasted into the fields. This is recommended for two reasons: 1) it allows for a Spell Check on the statement in Word, and 2) the link to the database is automatically disconnected if there is no perceived action in the database for an extended period of time (around 15-20 minutes). If you are typing in a description and not moving between pages, your database connection will be ended. You will not realize this until you attempt to save and move to another page, only to receive an error message or be rerouted to the log-in page. Your data entered on that screen will therefore be lost.

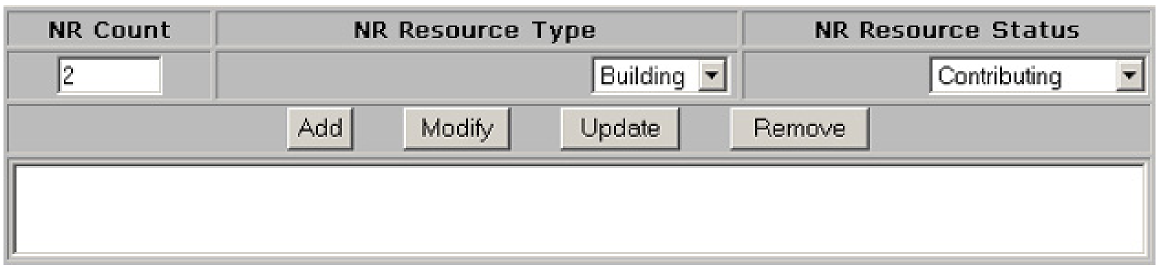
Secondary Resource Description: This open text field should provide a list of secondary resources and their physical relationship to other resources on the site. All secondary resources should be shown on the required site plan to accompany this record. They should also be included in the NR Count on Screen 3 and the Individual Resource Information Count on Screen 4. This open text field should be filled out using complete sentences. When there are no secondary resources, indicate this with the following sentence: "There are no visible secondary resources associated with this property."

Ownership Status: Select from "Private," Public-Federal," Public-Local," or "Public-State." You have the option to select several ownership types if that is the case. For example, you may have a property that is partially in private hands and partially owned by a governmental unit.

REMINDER: When moving on to the next screen, be sure to hit **"Save"** at the bottom of the screen. The Next button will take you to the next screen, and Back button will take you back, but without retaining any of the data entered during your time on that screen.

Screen #3
Historic District Information





Include the name of the historic district, if one (or more) is applicable. Be sure not to indicate the district as “National Register Historic District” unless it has been formally listed or unless you are working on an active project that will result in its listing. Include the name of a local district as well, if it applies. Include “Historic District” as part of the name (e.g. Downtown Historic District should be entered rather than just Downtown or Downtown HD).

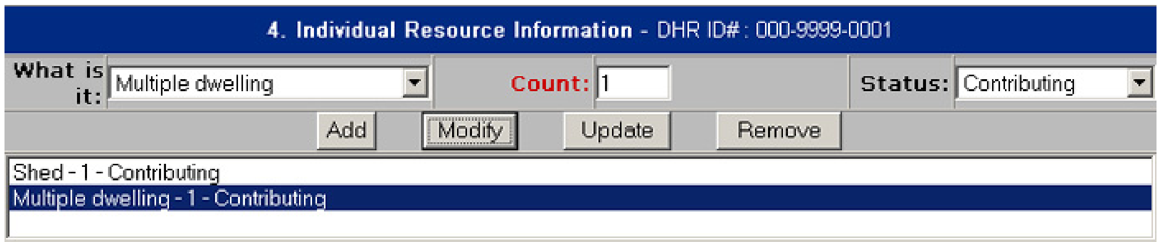
If the resource is located within more than one historic district, separate the names of the districts with a semi-colon. For example, “Downtown Historic District; Commercial Historic District.”

NR Count: Even if the property is not listed within an historic district, include the number of National Register Resource Types for the property. Select the NR Resources Type, the NR Resource Status, and then the NR Count for that resource type with that status. For example, when submitting information for a farmstead consisting of one contributing single dwelling, one contributing barn, one non-contributing shed, and one contributing well, enter the following information:

2 – Building – Contributing
1 – Building – Non-Contributing
1 – Structure – Contributing

NOTE: The NR Resource Type ”Building” should be selected for resources that shelter any form of human activity.

Screen #4
Individual Resource Information



What is it? (formerly WUZIT): Choose from the pick list exactly what the resource is. The list is lengthy, but if you do not find an exact match for your resource, select "other" and explain in the architectural description. For a complete list of options in the various fields with pick lists, see the Data Manual under the Help section of DSS.

Be sure to include the **"Count"** and under "**Status",** whether it is "contributing", "non-contributing," or "undetermined." You have the option to include multiple "**What is its"** with the "Add/Modify" function. For example, you may have one single dwelling (contributing), two sheds (contributing), one barn (non-contributing) and one garage (undetermined). Or, as in the example above, one multiple dwelling (contributing) and one shed (contributing).

Individual Resource Detail Information

In this section you will be describing the resources on the property. Be sure to select "Yes" for "Primary Resource" when you are describing the main resource on the property. After completing the full description of the resource and adding any known threats to the resource, use the "Add/Modify" feature at the bottom to create what will be known as Resource 1.

NOTE: Do not confuse this with the "Add/Modify" functions under "Threats" that allows you to list multiple threats to that single resource.

If you have secondary resources that warrant detailed descriptions, such as a barn, you would select "No" for "Primary Resource", and then fill out the other fields as applicable. Use the "Add/Modify" function at the bottom to create records for secondary resources. It is important to include these additional resources here, as they will then be "searchable" when querying the entire database. For example, if you want to know the number of barns surveyed in Albemarle County, you must include an entry here (even if it is not the primary resource on the property) for that barn to be counted in a query. Below is an explanation of each field in this section, as well as an image of what a completed Individual Resource Detail Information field should look like.

Primary Resource: Answer yes or no as to whether this is the primary resource for the particular record.

What is it (formerly call WUZIT): Repeat "what is it" from above box. For example, if "single dwelling" is selected in the box at the top of Screen 4, make sure it is selected in this box as well.

Estimated Date of Construction: Date for primary resource should be the same as on Screen 1. For secondary resources, enter the appropriate date and modifier (pre, post, ca), if applicable.

Date Source: Select the source for the date of construction from the pick list.

Architectural Style: Select the most appropriate architectural style. If the resource illustrates no particular style, select the choice “No Style Listed.”

Architectural Description: In this open text field you should summarize the architectural description of the resource under consideration. You may do this first in a Word document and paste it here if you wish, again for spell check and data saving purposes (see note under Site Description, Screen #2). This open text field should be filled out using complete sentences.

Condition: Select the appropriate current condition of the resource. If the condition has changed from a previous survey, make note of the change in the architectural description.

Number of Stories: Record in whole or half numbers such as 1.5 for one-and-one-half stories; 3.5 for three-and-one-half stories. The main floor is always counted as a full story. Other floors are counted as full stories if they have vertical walls on all sides extending six feet or more above the lower stories. Half-stories (counted as 0.5) are those with two sloping interior walls or ceiling. An attic story with frieze windows or one with windows at or just above floor level on the longitudinal façade or roofs having a major cross-gable or cross gables with windows are also considered half stories.

Interior Plan: If the interior has been examined, choose the appropriate plan from the pick list.

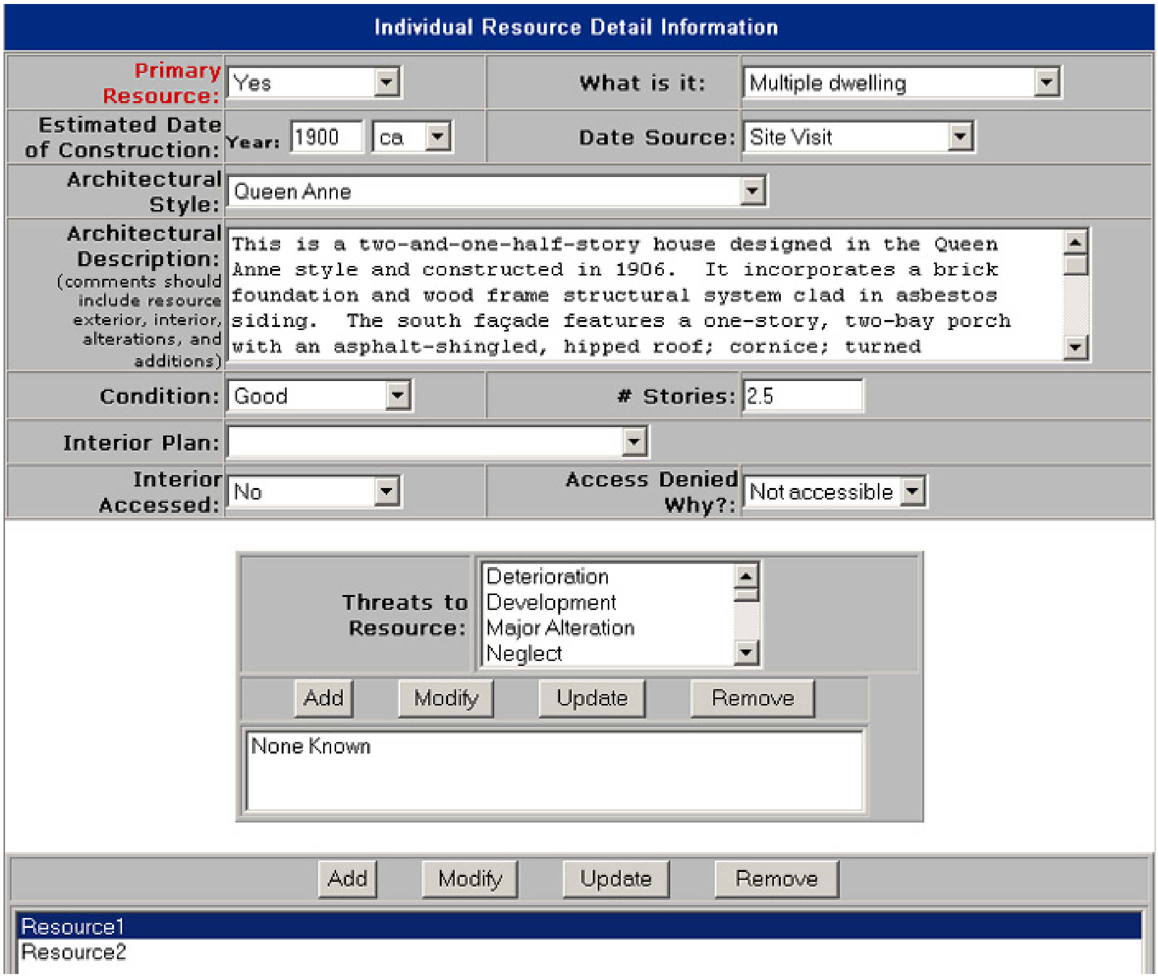
Interior Accessed: Chose “Yes” or “No.” Interior examination of properties is not required for reconnaissance-level survey.

Access Denied Why?: Choose the appropriate reason from the pick list. When no attempt is made to access the interior, choose “not accessible” from the pick list.

Threats to Resource: You may select multiple threats if appropriate by using the “Add/Modify” functions. Do not confuse these “Add/Modify” with the buttons at the bottom, which refer to adding additional resources. If no threats are apparent, select “none known.”

The second set of “Add/Modify” functions after the “threats to resource” are used to encapsulate all of the individual resource detail information under a resource name, such as Resource 1 (see picture below). To view and/or edit the information inputted for each resource, highlight the resource (e.g. Resource 1) and select “Modify.”

REMINDER: After viewing or editing the data, be sure to select “Update.”



Individual Resource Detail Information

Primary Resource:	Yes	What is it:	Multiple dwelling
Estimated Date of Construction:	Year: 1900 ca	Date Source:	Site Visit
Architectural Style:	Queen Anne		
Architectural Description: (comments should include resource exterior, interior, alterations, and additions)	This is a two-and-one-half-story house designed in the Queen Anne style and constructed in 1906. It incorporates a brick foundation and wood frame structural system clad in asbestos siding. The south façade features a one-story, two-bay porch with an asphalt-shingled, hipped roof; cornice; turned		
Condition:	Good	# Stories:	2.5
Interior Plan:			
Interior Accessed:	No	Access Denied Why?:	Not accessible

Threats to Resource: Deterioration, Development, Major Alteration, Neglect

Add Modify Update Remove

None Known

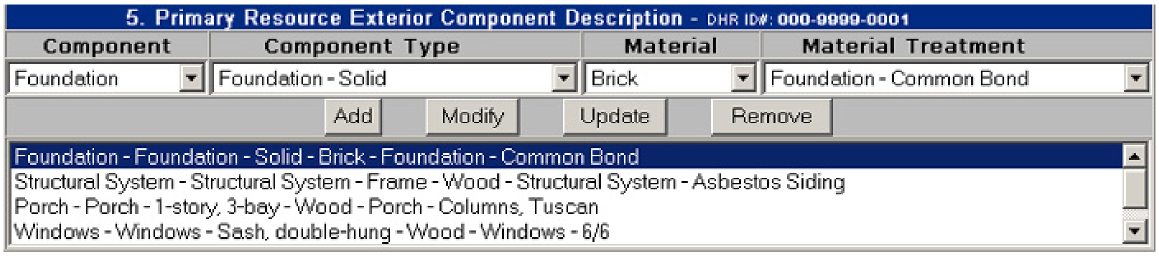
Add Modify Update Remove

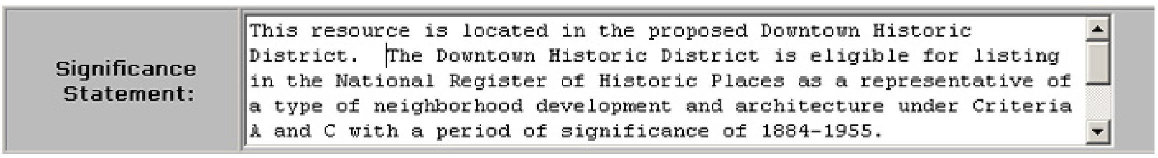
Resource1
Resource2

DHR Historic Time Period: You have the option to select multiple time periods if they apply. The time periods are listed chronologically from "Paleo-Indian" to "The New Dominion."

DHR Historic Context: You have the option to select as many contexts as applicable.

Screen #5
Primary Resource Exterior Component Description





Components: Select foundation first. Under **"Component Type"** all the choices relating to "foundations" will be grouped together. The **Materials** will be listed alphabetically. Under **Materials Treatment,** again all the treatments relating to foundations will be grouped together. Use the "Add/Modify" functions when you finish the first component. Under the next component you follow the same process. For example, if you are describing "windows," go to the pick list of components and select "W" on your keyboard and it will jump to the "windows." Follow the same procedure under Type and Treatment to find the grouping of appropriate terms for windows.

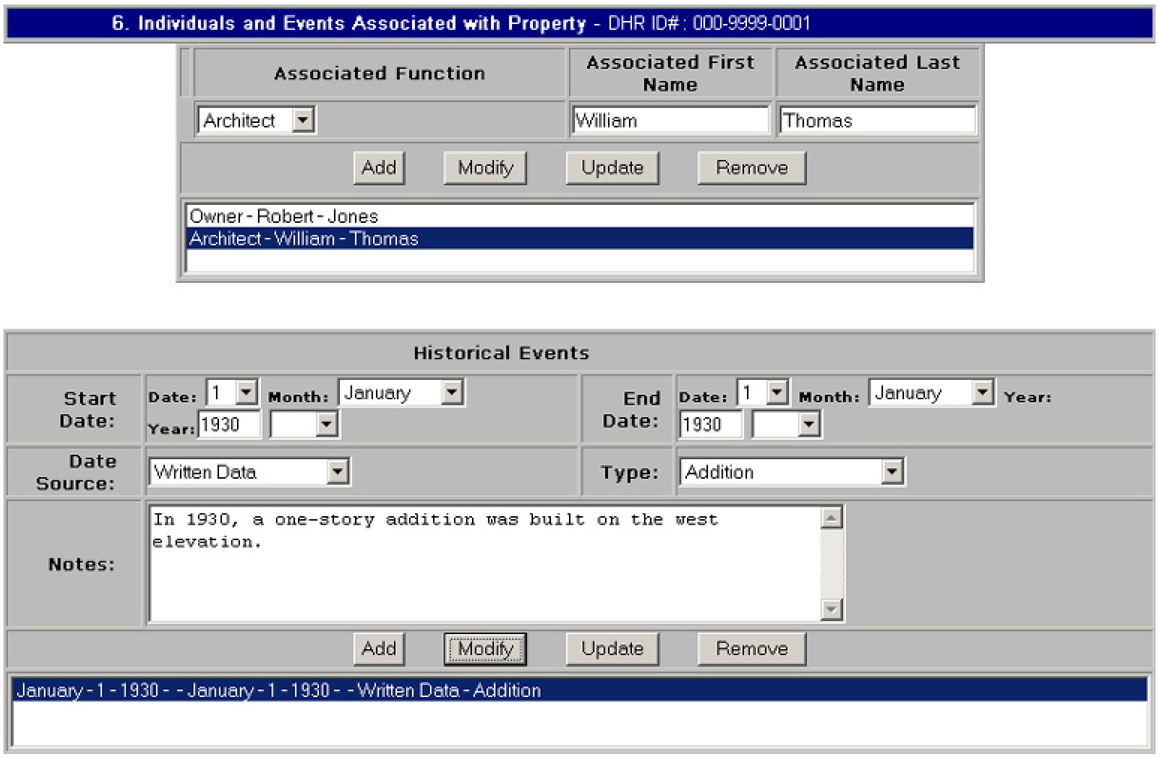
The conventional order for completing the component table is as follows: foundation; structural system; porch; windows; roof; chimney.

What is entered in the component will show up in the box under the "Add/Modify" functions; however, when you return to this in "Work in Progress" it will be shown in numbers only. If you want to see what you entered, you must highlight it and select "Modify." Remember to select "Update" when you have finished reviewing what you have entered. And remember to select "**Save"** at the bottom of the screen.

Significance Statement: This open text field should be filled out using complete sentences. It should include any pertinent historical information about the property and, in the case of large survey projects, a statement indicating whether the property appears to be potentially eligible for the National Register in the surveyor's opinion (this should be explicitly stated, so as not to indicate to future researchers that DHR has concurred with this recommendation). Applicable National Register criteria should be included. In the case of properties within a potential historic district, it should be stated whether the property is "contributing" or "noncontributing" and why.

Screen #6
Individuals and Events Associated with Property

NOTE: This screen is not required for reconnaissance-level surveys.



Associated Function: Choose the function of the individual you are entering, such as the owner or architect. Include the first and last name of the individual, as appropriate. Since several individuals may be associated with the property, you have the option to "**Add**" additional persons.

Historical Events: Include the starting and finishing date; if you do not know the day and month, just use "1" in each field and include the year. The type of event could be "construction date," "major alterations," "demolition," etc. Use the open text field to clarify particular events associated with the property. There may be several different events associated with the property. Use the "Add/Modify" function to add these various events to the system.

Screen #7
National Register Criteria Information

NOTE: The DSS will only register surveys as intensive if this screen is filled out. Therefore, this screen *must* be filled out for all intensive surveys, with the exception of the NR Date, NR Eligible, NR Score fields, which should only be edited by DHR.

NR Potential Eligibility: Select one or more criteria under which this property would be nominated. Select all that apply.

Criteria Exceptions: There are certain exceptions that the National Register recognizes should be included here if applicable. For instance, a church would be nominated under Criteria Exception/Consideration A and a building that has been moved from its original site would be considered under Criteria Exception/Consideration B. You may select as many Criteria Exceptions as are applicable.

"Yes" or "No" should be entered for all the **Integrity fields**. The criteria fields for integrity include Location, Design, Setting, Materials, Workmanship, Feeling, and Association (See National Register Bulletin # 15 "How to Apply the National Register Criteria for Evaluation").

The Period of Significance should be represented as a year or a range of years. It represents the length of time when a property was associated with important events, activities, or persons or attained the characteristics that qualify it for National Register listing. The year or years may be preceded by "ca." if estimated.

The Level of Significance should be selected as Local, State, or National.

Organization/Person submitting form: Unless a nomination is being prepared from the intensive form and the form will be submitted directly to the National Register by an entity other than DHR, the default should be DHR.

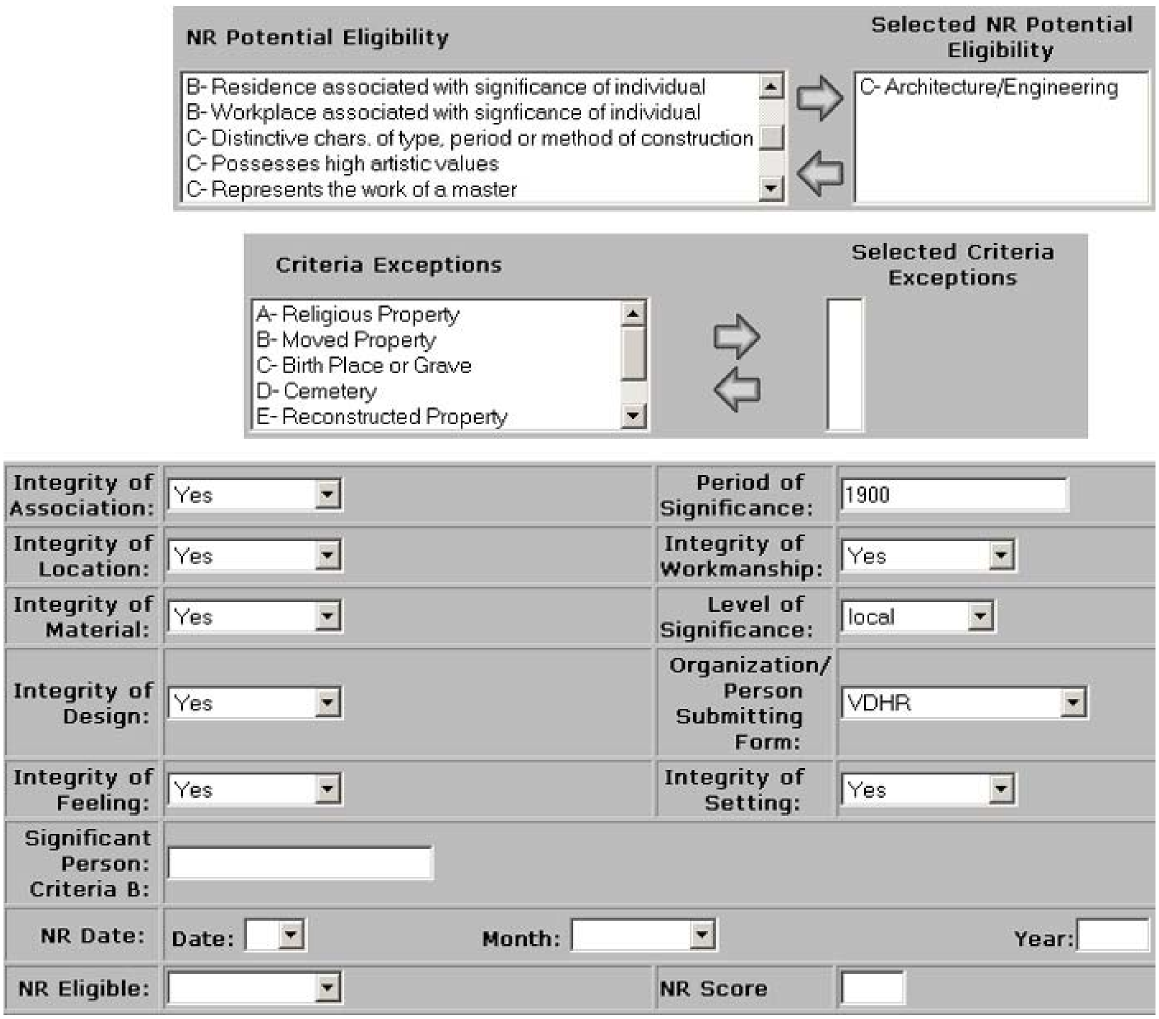
Significant Person: If Criterion B was selected, complete the field calling for name of the person. Significant individuals can otherwise be listed on Screen 6.

NR Date: This is the field for the date that the property is evaluated by DHR Evaluation Team. It includes a field for the day, month and year. **This field should only be filled out by DHR.**

NR Eligible: This is a "Yes/No" field, again to be filled out after evaluation by DHR. **This field should only be filled out by DHR.**

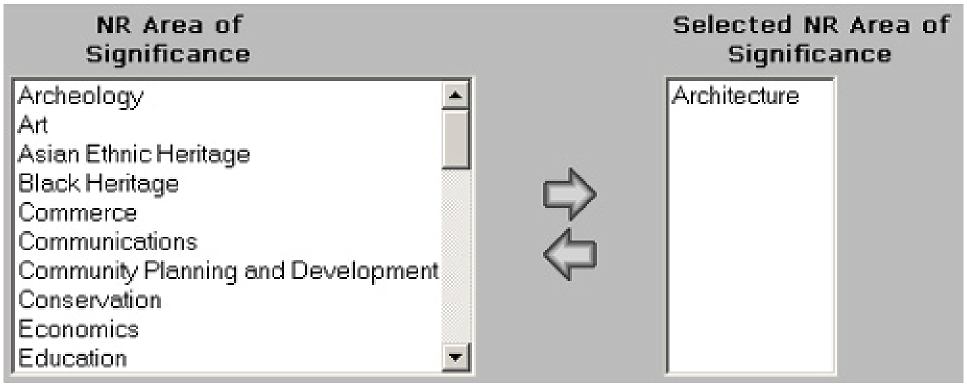
NR Score: This is the score given by the DHR Evaluation Team. **This field should only be filled out by DHR.**

NR Area of Significance: You have the option to select several areas of significance, if applicable. The choices are listed alphabetically. You can jump to the area you want by selecting the first letter of that area on your keyboard and continuing to hit that key until the area you want appears.

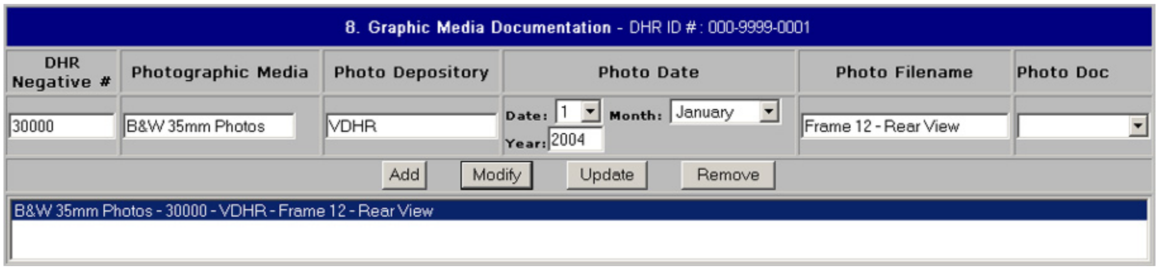

NR Potential Eligibility
B- Residence associated with significance of individual
B- Workplace associated with signficance of individual
C- Distinctive chars. of type, period or method of construction
C- Possesses high artistic values
C- Represents the work of a master
Selected NR Potential Eligibility
C- Architecture/Engineering

Criteria Exceptions
A- Religious Property
B- Moved Property
C- Birth Place or Grave
D- Cemetery
E- Reconstructed Property
Selected Criteria Exceptions

Integrity of Association:	Yes	Period of Significance:	1900
Integrity of Location:	Yes	Integrity of Workmanship:	Yes
Integrity of Material:	Yes	Level of Significance:	local
Integrity of Design:	Yes	Organization/ Person Submitting Form:	VDHR
Integrity of Feeling:	Yes	Integrity of Setting:	Yes
Significant Person: Criteria B:			
NR Date:	Date: Month:		Year:
NR Eligible:		NR Score	


NR Area of Significance
Archeology
Art
Asian Ethnic Heritage
Black Heritage
Commerce
Communications
Community Planning and Development
Conservation
Economics
Education
Selected NR Area of Significance
Architecture

Screen #8
Graphic Media Documentation



DHR Negative #: Enter the DHR negative number (not to be confused with the DHR file number for the resource) if you are submitting negatives with your form. The number should be obtained from the DHR Archivist. If the negatives are not to be stored at DHR, leave this field blank.

Photographic Media: This is a free text field. Enter the type of film media submitted (usually 35mm B&W Photos or Color Slides).

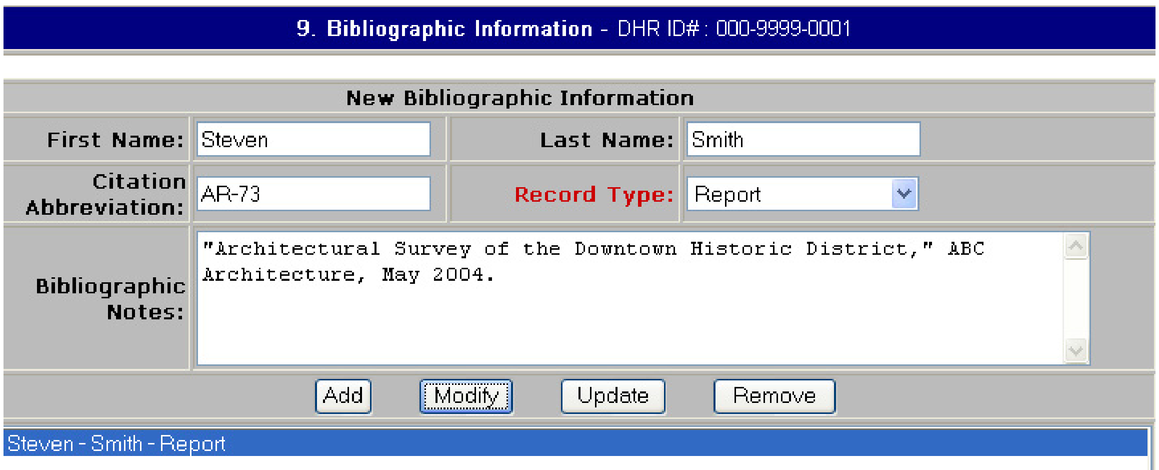
Photo Depository: This indicates where the negatives are stored. If a negative number is issued and the negatives are submitted, enter DHR here.

Photo Date: Enter the date the photographs were taken.

Photo File Name: Use the frame number of the image plus an explanation of what the photo shows, such as “front view,” “rear elevation,” etc. This is important information that will be used to retrieve images of the property in the future through the querying process. Or indicate the name of the photographer alone if frame numbers and descriptions are too numerous and not available.

Photo Doc: Indicate “yes” if prints are submitted to DHR.

Screen #9
Bibliographic Information


9. Bibliographic Information - DHR ID# : 000-9999-0001

New Bibliographic Information

First Name: Steven
Last Name: Smith
Citation Abbreviation: AR-73
Record Type: Report
Bibliographic Notes: "Architectural Survey of the Downtown Historic District," ABC Architecture, May 2004.

Add | Modify | Update | Remove

Steven - Smith - Report

First name: Enter the first name of the author or individual, if applicable.

Last name: Enter the last name of the author or individual, if applicable.

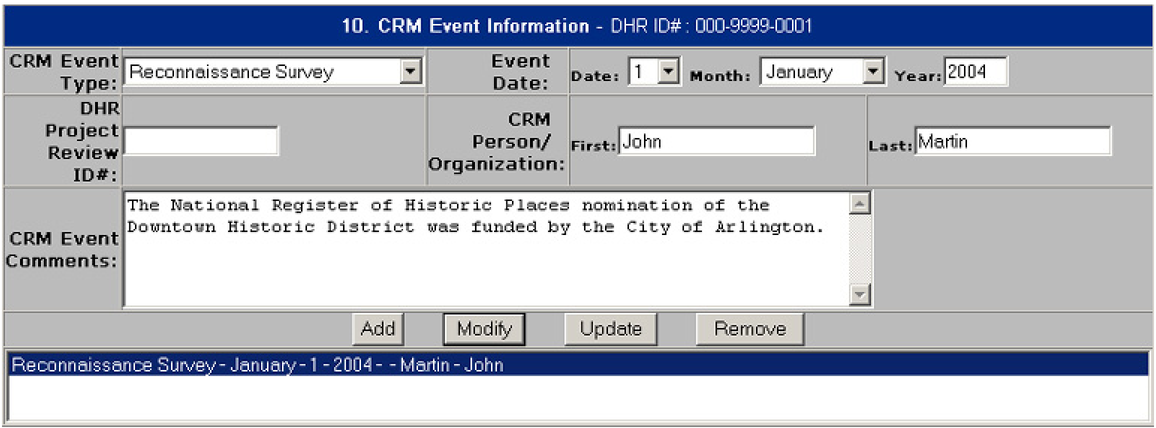
Citation Abbreviation: If completing information for a CRM Report, enter the DHR report number if it is known. For example, AR-73, above, is DHR's grey file number for Report Number 73 in Arlington. If completing information for a newspaper or magazine article, indicate the name of the publication in this field.

Record Type: You must complete this field if you include any bibliographic citations. The pick list gives you many choices.

Bibliographic Notes: This is an open text field that you can be used to explain your sources in greater detail. This is the field that allows you to assign a date to your source material as well.

This is an "Add/Modify" field, so multiple bibliographic references may be entered.

Screen #10
CRM (Cultural Resource Management) Event Information



CRM Event Type: The CRM event represented by the completion of this form should be selected from the "CRM Event Type" list. Many records will have multiple CRM events such as Reconnaissance Survey, Intensive Survey, Virginia Landmarks Register Listing, Preservation Easement, Preservation Tax Credit Project, etc. Routinely, an initial survey of a property, or a property surveyed as part of an eventual historic district, will be a "Reconnaissance Survey." If the survey is being conducted as part of a DHR Cost Share project, "Reconnaissance: Cost Share" and "Intensive: Cost Share" are available options. If you are completing a second or third survey of a property, make sure to add a new CRM event, rather than editing or removing an existing event. Please refrain from using "Section 106 Survey," and instead use either "Reconnaissance Survey" or "Intensive Survey."

Event Date: The date can include the day, the month, and the year; if the day is not known, it will default to 99, and the year will default to 9999. This information should reflect the date of the survey, not the date of data entry.

ID# Associated with Event: This number should be obtained from DHR's Project Review Division if the form is being completed as part of compliance with Section 106 or 110 of the National Historic Preservation Act of 1966 (Example: 2002-0985). If the form is associated with a Cost Share project, that number can be obtained from the DHR Survey Manager. As a rule, the Cost Share projects will be the year of the project, the bid type—such as RFP (request for proposals) or IFB (invitation for bids)—and the number of the RFP or IFB (Example: SP2002RFP01). Please do not put another firm or department's project number in this field, but instead list them in the open text field under comments.

CRM Person/Organization: This field should indicate the name of the individual who completed the survey. The CRM firm should be entered in the CRM Event Comment field.

CRM Event Comments: This open text field should include additional information to put the event in context. For example, VDOT Project Numbers may be recorded in the CRM Event comments section along with any other information relating to the CRM event, such as details about the CRM firm. Other comments not appropriate for the architectural description or statement of significance sections can be included in this field. The “Add/Modify” function allows for multiple CRM events for each property.

Screen #11
Bridge Information

Bridge Structure Number: The VDOT structure number identifies the structure at a particular crossing. If the structure is replaced, the structure number will transfer to the new structure. This is a required field when filling out this screen. If Bridge Structure Number is unknown, enter "0."

VDOT Structure ID: The VDOT structure ID is a unique number that does not transfer if a structure is replaced. When a structure is replaced, its unique structure ID is retired with it.

Bridge Type: Select from the pick list the type most closely describing the bridge surveyed.

Name of Entity Crossed: Include here the name of the body of water, railroad, or roadway crossed by the bridge being surveyed.

Type of Entity Crossed: Enter here what kind of entity is being crossed (river, creek, railroad, etc.)

Current Use: Select from the pick list for current use of the bridge.

Number of Spans: Enter the number of spans for the bridge.

Number of Lanes: Enter the number of lanes in the case of a roadway.

You must use the "Add/Modify" to include this data in the system.

Screen #12
Cemetery Information

Historic Religious Affiliation: Select the religious affiliation from the pick list, if applicable.

Current Use: Select from the pick list.

Artistic Value: Select from the choices including “high,” “low,” or “medium”. Generally this field is to be used for cemeteries with elaborate stones and monuments.

Earliest Marked Death Date: Enter the day, month, and year.

Latest Marked Death Date: Enter the day, month, and year.

Marked Graves: Note whether the burials are marked or not, or if they are a combination of marked and unmarked.

Enclosure Type: Enter how the cemetery is enclosed, if applicable.

Approximate # of Gravestones: Select a range of numbers from the pick list.

Ethnic Affiliation: If known, enter the ethnic affiliation for the majority of the burials from the pick list. This field has its own “Add/Modify” series of functions, allowing you to use numerous ethnic affiliations for the cemetery.

Significant Markers and/or Interred Individuals: Enter here the marker type from a pick list; the first and last name of the interred individual; the birth date; and the death date. If you do not have the exact day or month, use 01. You may use the “Add/Modify” function to add as many entries here as needed.

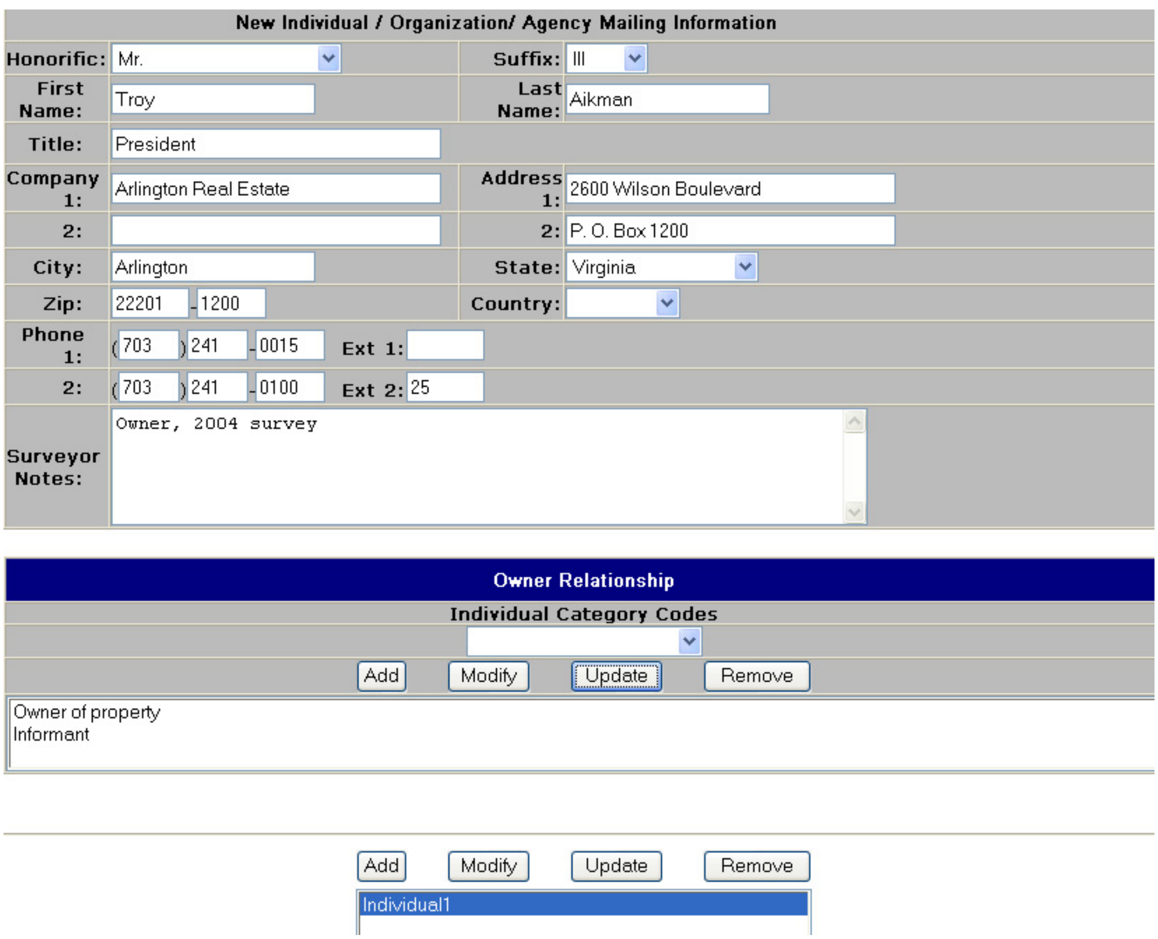
At the bottom of this screen, be sure to select **Add** from the third set of “Add- Modify” functions on this screen when you finish to be sure the entire cemetery information is included in the database. Also remember to **Save** your work.

Screen #13
Individual/Organization/Agency Mailing Information

If you do not have information on the owner of the property, this screen may be skipped. Complete all applicable fields if known. Not all fields must be completed. At the bottom of this area of the screen is an open text field where the surveyor can add any miscellaneous notes about the owner or informant, as well as a date indicating when this information was collected.

Owner Relationship: This field indicates whether the individual listed on this screen is the property owner, tenant, informant and/or the property manager. The first set of "Add/Modify" functions on this screen may be used to list more than one "Owner Relationship." For example, the same individual can be the owner, occupant, and informant.

The second set of "Add/Modify" functions is available at the bottom of the screen so that you may enter multiple individuals if applicable.



CHAPTER 8
ORGANIZING ARCHITECTURAL SURVEY MATERIALS

DHR Identification Numbers

Before a file on a surveyed property is placed in the DHR Archives, it must receive a DHR identification number. This unique number is used in the identification, filing, and entering of information into the Data Sharing System (DSS) for every surveyed property. The DHR Archives arranges property files by city, county, or town, and then sequentially by identification number within each locality.

Properties are assigned a two-part or three-part number that is unique to a property. The first set of three digits refers to the city, county, or town in which the property is located, while the second set of four digits refers to the number assigned to a particular property within that city, county, or town. The two sets of digits are separated by a hyphen. For example, three surveyed properties in Loudoun County might be assigned the identification numbers of 053-0001, 053-0002, and 053-0003 in which the first number (053) represents Loudoun County and the second numbers (0001, 0002, and 0003) represent the first, second, and third properties surveyed in the county.

Three-part identification numbers are assigned to properties found within potential or designated historic districts. The first set of three digits refers to the city, county, or town in which the historic district is located, the second set of four digits refers to the identification number assigned to the historic district, and the third set of four digits refers to a property within the historic district. These three sets of digits are also separated by hyphens. For example, three properties located in the Alexandria Historic District might be assigned the identification numbers of 100-0121-0001, 100-0121-0023, and 100-0121-0500 in which the two-part number (100-0121) represents the Alexandria Historic District and the last digits represent a property within the district.

It is very important to note that DHR identification numbers or blocks of numbers are assigned by the Archivist in Richmond. **Do not assign identification numbers to properties before checking with DHR's Archivist at 804-367-2323.** Numbers are assigned after mapping is provided to the Archivist showing locations of newly identified resources. Preparing an Excel spreadsheet file with property names and/or addresses is helpful when making file number requests involving a large number of resources. This can be provided to the DHR Archivist by e-mail.

Archival Management

An individual DHR Archives survey file consists of the following materials:

- A DSS database-generated Reconnaissance or Intensive Survey paper record

copied onto standard archival paper and clipped with plastic paper clips (such as *Plastiklips)*. **Survey records must not be stapled.**
- Black-and-white, 35 mm photographs, measuring 3½" by 5" or 4" by 6", depicting the primary and secondary resources located on a property. **The photographs must be properly labeled according to DHR standards and placed in one or more *Print File* brand transparent photo sheets (see "Black and White Photographs" below).**
- A photocopied section of a USGS quad map on which the surveyed property is highlighted or circled and the name of the property, DHR identification number, and name of the quad map are clearly indicated.
- A site plan (neatly hand drawn or generated by a computer aided drafting (CAD) system) or a detailed map provided by the locality. The site plan must fully and accurately represent the location of buildings, structures, sites, objects and landscape features. It must also indicate the relationship of the property and resources to the street or road, and to adjacent properties, if any are close by. It must be fully labeled and include a north arrow.
- A base or tax map for surveyed properties located in towns or cities, showing locations of surveyed properties, and including a north arrow.
- Any supplementary information associated with the surveyed property, such as field notes, field forms, floor plans, copies of original architectural drawings, building specifications, and bibliographic materials. **All materials must be photocopied on archival paper.**

All survey materials pertaining to an individual property will be placed in standard DHR survey file envelopes. **The file envelopes must be neatly hand-lettered in pencil (no adhesive labels accepted)** with the following information:

- Historic name of property, or address if name of property is unknown
- County, independent city, or county-town (e.g. Montgomery-Blacksburg)
- DHR identification number

As many as five reconnaissance-level survey forms may be grouped within one envelope, provided they are in sequential numeric order. Only reconnaissance-level survey forms may be grouped. All intensive-level survey materials must be placed in individual envelopes.

Prior to assigning tertiary numbers within a historic district, it is preferable to organize survey forms by streets and then by blocks. Reconnaissance-level records within districts can then be grouped sequentially, five records per envelope. For example, if there are materials for five surveyed properties with consecutive numbers in the Farmville Historic District, place each of the five database survey records, site plans, and corresponding transparent *Print File* brand photo sheets in a single DHR survey file envelope. The survey file envelope will be labeled with the name of the historic district followed by the names of the individual properties (or addresses) in the space for "Name" (e.g. "Farmville Historic District, House, 101 Main Street," followed by the other four resource names), the name of the locale in the space for "County/City" (e.g. Prince Edward-Farmville), and the range of DHR identification numbers in the space for "File No." (e.g. "144-0027-0001/0005"). Photocopied sections of base or tax maps showing the location of each of the five properties (circled or marked in some way) must also be provided.

Data Sharing System (DSS) Forms

Once all of the information has been entered into the DSS, DHR's survey database, the surveyor will produce at least one hard copy of each record. The electronic record will be reviewed by the database manager, as well as the regional or central staff architectural historians. The hard copy is filed at DHR with original photographs, site plan, map, and other supporting material. For more information about DSS data entry for architectural survey, see Chapter 7.

Black-and-White Film Negatives

Most survey projects will produce several rolls of film to be processed into photographs. Each roll of film receives a unique 5-digit negative number that is assigned by the DHR Archivist in Richmond at (804) 367-2323. Negatives are submitted in *Print File* brand, style 35-7BXW protective transparent sleeves in strips of four to six frames. Each strip must have the 5-digit DHR negative number written between sprocket holes at the top right corner. Label the top of each negative sheet with the negative number, date, and the subject's name and file number. It is imperative that black-and-white processing and paper for black-and-white photos be used for black-and-white prints. Color-processed negatives, or photos printed on non-black-and-white paper, are not archivally stable and will not be accepted.

A photo log for each set of negatives must be provided. The photo log should include a detailed list of the properties with their names, DHR identification numbers, frame numbers, city or county, date of photograph, name of photographer, and brief descriptions of the images, if necessary.

For historic district surveys, the name of the historic district and the historic district's DHR file number must be included on the negative sleeve. The photo log for a historic district will include the name or address of the photographed properties (by frame), and the three-part DHR identification number for the properties.

Black-and-White Photographs

Photographs are labeled on the reverse side, using a soft-lead pencil or a pen used specifically for writing on a transparency, plastic, or glass. **Fountain pens, felt-tip**

markers, and adhesive labels are not accepted. In the lower left corner on the back of each 3½" X 5" or 4" X 6" black-and-white photograph, provide the following information:

- Negative number
- DHR identification number for the property
- Date of photograph
- Name of photographer
- A brief description, if necessary (e.g. "Main House, south elevation" or "Main House, second-floor, southeast bedroom")

Photographs must be submitted in transparent photo sheets (*Print File* brand, style 35-10P or 46-6P). Each photo sheet holds up to ten 3½" X 5" photos or six 4" X 6" photos, arranged back-to-back.

For DHR-funded projects, archival envelopes, negative sleeves, and photo sheets are provided by the DHR Archives in Richmond upon request. DHR will provide information on obtaining archival products for other projects.

Color Slides

A survey project may require color slides for intensive-level surveyed properties, public slide presentations, or to accompany Preliminary Information Forms. Slides are labeled with the property name, DHR identification number, location (county, independent city, or county-town), and date (if it does not appear on the matte).

USGS Topographic Quadrangle Maps

For all rural, urban, and historic district survey projects, a set of USGS topographic quadrangle maps of the survey area must be provided, on which each surveyed property is circled and identified by historic property name and DHR identification number. If the scale of a USGS map is not sufficient to clearly provide locations of surveyed properties, such as in a densely populated urban area, photocopied sections of city base maps or tax parcel maps should be used.

If recording buildings in a historic district, indicate the approximate boundaries of the historic district on the appropriate USGS quadrangle map. The location of each surveyed property must be indicated on a photocopied section of a city base map or tax parcel map, and submitted with the respective survey form and photos.

CHAPTER 9
GUIDELINES FOR CONDUCTING ARCHAEOLOGICAL INVESTIGATION
(1996)

Introduction

The Secretary of the Interior has developed broad national performance standards and guidelines to assist federal agencies in carrying out their historic preservation activities. These federal standards and guidelines are entitled *Archeology and Historic Preservation; Secretary of the Interior's Standards and Guidelines* (48 FR 44716-44742). Professionals working in Virginia have long recognized the need to standardize archaeological field investigations. This set of guidelines was established to meet this need and to fill the gap between the broad-based federal guidelines and the various previously published field manuals. The Department of Historic Resources' (DHR) guidelines are intended to provide standards and offer general guidance without hindering the development and use of new and innovative approaches.

The intent is to clarify expectations for archaeologists, their clients and the public. The guidelines describe widely accepted archaeological practices used in the mid-Atlantic region. They also encourage the selection of methods and techniques generally found to be the most efficient and cost-effective.

It is hoped that these guidelines will enable project sponsors to better understand and assess proposals for archaeological survey. Users of the guidelines should feel free to contact DHR staff with questions about particular problems or projects. It is anticipated that the guidelines will be updated at regular intervals to incorporate unanticipated considerations and new approaches.

Definition of an Archaeological Site

In general terms, an archaeological site is defined as the physical remains of any area of human activity greater than 50 years of age for which a boundary can be established. Examples of such resources would include the following: domestic/habitation sites, industrial sites, earthworks, mounds, quarries, canals, roads, shipwrecks, etc. Under the general definition, a broad range of site types would qualify as archaeological sites without the identification of any artifacts. To establish a boundary for archaeological sites manifested exclusively by artifacts, the recovery of a minimum of three items is needed, related either temporally or functionally and located within a spatially restricted area (300 square feet area is suggested). Exceptions to this definition may include any cultural material that has been redeposited, reflects casual discard, or represents one episode of behavior. Other items to consider in deciding whether or not an area warrants a site designation include survey conditions, survey methods and site types. Additional guidance on underwater site definition may be found in *An Assessment of Virginia's Underwater Cultural Resources*, Department of Historic Resources Survey and Planning Report Series No. 3 (1994). Any occurrence that does not qualify for a site designation should be termed a location.

Estimates of site boundaries may be based on the spatial distribution of artifacts and/or cultural features and their relationship to other features of the natural (landform, drainage) and cultural environment (historic landscape features). In addition, historic background information should be taken into consideration when defining the boundaries of a historic site. It is recognized that the boundaries for resources located in urban or underwater environments may be difficult to estimate at the Phase I level. For all archaeological sites identified, a DHR Archaeological Site Inventory Form must be completed and submitted to DHR for review and approval. All archaeological as well as architectural survey records must be submitted to DHR electronically into the Data Sharing System (DSS).

Levels of Investigation

There are three levels of documentation for cultural resources. The first two levels constitute components of what is defined in the federal standards as an "intensive" survey. Please recognize that this is different from a "reconnaissance" survey. Although defined in the federal standards, a reconnaissance level survey is not appropriate for projects submitted for review pursuant to Section 106 unless otherwise agreed upon by the DHR and the project sponsor. For practical purposes the DHR has divided an intensive survey into two levels: identification (Phase I) and evaluation (Phase II). The third level (Phase III) constitutes treatment for significant resources. The DHR normally does not recognize additional division into sub-phases (i.e., Phase Ia and Phase Ib).

Each phase is defined briefly below:

Identification (Phase I). Identification involves compiling all relevant background information, along with comprehensive recordation of all sites, buildings, structures, objects and potential districts within the survey area.1 This information is used in planning and making decisions about historic resource management needs. The goals of a Phase I archaeological investigation are:

- to locate and identify all archaeological sites in the survey area;
- to estimate site size and boundaries and to provide an explanation as to how the estimate was made; and
- to assess the site's potential for further (Phase II) investigation.

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1 "All" is defined as those resources that have been identified through a reasonable and good faith survey effort. The DHR acknowledges the occasional incident of late discovery and provisions for such are provided in 36 CFR 800.11. "All" usually includes resources 50 years of age or greater as recognized by the National Register of Historic Places (36 CFR 60). Please note that some resources not yet 50 years old may be of exceptional importance and may need to be identified.

Evaluation (Phase II). Evaluation of a resource's significance entails assessing the characteristics of a property against a defined historic context and the criteria of the Virginia Landmarks Register (VLR) and the National Register of Historic Places (NRHP). The evaluation shall result in a definition of those resources which are eligible or ineligible for VLR and NRHP listing. The purpose of a site evaluation is:

- to determine whether the site is eligible for the NRHP; and
- to provide recommendations for future treatment of the site.

These goals can best be met when research strategies focus on determining site chronology, site function, intrasite structure and integrity. At the conclusion of a Phase II evaluation, the site boundaries should be accurately defined and the horizontal and vertical integrity of the site assessed. The level of effort and the methods employed will vary depending upon site size, site type and the environmental setting.

It is important to note that resource evaluations **must** apply to the resource as a whole, not just to the portion of the resource within the project area. Sites evaluated as part of a federal or state agency undertaking should be evaluated in their entirety, not just within the immediate project boundaries. However, testing strategies for Phase II evaluation studies may focus primarily on that portion of the resource that will be directly affected by the proposed project.

Treatment (Phase III). Once the significance of a historic property has been established, the appropriate treatment for the resource is implemented. Only after evaluations are completed are treatment plans or documents developed. Treatment can include a variety of measures such as avoidance, recordation, data recovery, development of an historic preservation plan, rehabilitation or restoration. Documentation requirements for treatment are determined on a case-by-case basis.

Research Design

Regardless of level, all archaeological investigations should be guided by prepared research designs which refer to regional preservation plans and embody a wide range of theoretical and methodological approaches. Research designs cannot and should not predetermine what one will find in the field but should be flexible in response to changing project needs and discoveries in the field.

IDENTIFICATION (PHASE I)

Phase I Background Research

Background research provides information regarding historic contexts and anticipated locations, frequency, and types of sites in the survey area. Background research should identify:

- previous archeological research in the area;
- the degree of existing disturbance;
- high and low probability areas; and
- the location of historic map-projected sites.

The purpose of the background research is not to produce 1) a general prehistoric chronology; 2) an exhaustive general history of the county; or 3) an exhaustive synthesis of deed records or cartographic resources. A general historic context should be developed to the level needed to aid in site specific recommendations. Background research should be conducted before field investigations are initiated. The level of background research should be appropriate to the scale of the project.

Sources of potentially valuable information are numerous and varied, including published and written texts, oral accounts, official documents, family records, artifact collections, and observations about folkways. In addition to more traditional sources of information such as state and university repositories, specialists and locally knowledgeable persons should be consulted along with local governments, historical societies, museums, libraries, etc. References to previous cultural resource studies and to existing archaeological collections and other data is a particularly valuable source of information.

Conventional Survey

At a minimum, the following sources should be considered:

- DHR Archaeological Site Inventory. This contains information on site type, temporal affiliation, location and settlement pattern data and other site characteristics of previously recorded sites in the survey area and vicinity;
- DHR library of cultural resource reports. These reports contain information similar to the archaeological site files but with additional data on historic contexts, regional chronologies, and settlement and subsistence patterns;
- Residents or informants with knowledge of local resources. Such people may have information on previously unrecorded sites in the area or can offer an oral history for historic sites;
- DHR Architectural Site and Structures Inventory. This contains information on types of historic sites and structures, temporal affiliation, and location and settlement pattern data for structures that may no longer be extant;
- Archival map research. Holdings at the Library of Virginia are indexed according to county. Other sources include the Gilmer Civil War maps, and U.S.G.S. quadrangles over 50 years old. The *Official Military Atlas of the Civil War* as well as the maps prepared between 1991 and 1994 by the Civil War Sites Advisory Commission should also be considered;

- Local county histories. These often contain site specific information.

Special Environment Surveys

Surveys can be conducted in environments where conventional site discovery methods cannot be employed. The two most common examples are urban environments, where modern construction materials obscure the ground surface, and underwater environments, where resources may be submerged. More intensive background research is necessary for these types of environments, and different sources of background information are available.

Urban sites – Urban areas often contain buried historic remains but they may also contain prehistoric sites or sites that were previously underwater or in rural settings. Documentary research should be performed as early as possible in the project planning stage well in advance of any pending construction. At a minimum, the research should consider the following:

- Archival records, such as city directories, city ordinances, Sanborn insurance maps, census data, etc.;
- Relevant information on previous disturbance. Construction that may have disturbed earlier deposits may be assessed by a visual inspection of the survey area and an examination of any records that relate to ground disturbance activities (e.g. presence of basements on Sanborn insurance maps, construction of utility lines, etc.);
- Historic maps that contain locational data on structures; and
- Historic photographs and illustrations (e.g. *Harper's Weekly*, etc.).

Underwater sites – Underwater sites may consist of sites that were once terrestrial (either prehistoric or historic), shipwrecks, docks, piers, launch ways, etc. Professionals working in underwater environments should consider the following:

- DHR Archaeological Site Inventory and library of cultural resource reports;
- The degree of previous disturbance (dredging, etc.);
- Documents such as navigation charts, naval records, bathymetric charts, geological charts, etc.;
- Interviews with local divers and watermen; and
- Piers and other associated terrestrial remains that may suggest the presence of submerged resources.

Phase I Methods

Field methods should be appropriate to existing field conditions, should be based on a research design, and should reflect the current state of professional knowledge.

Conventional Survey

When field conditions warrant, systematic visual inspection of plowed fields and surface collection of artifacts has proven to be a highly effective and efficient method of site survey. We encourage replowing and discing prior to inspection. All exposed surfaces should be inspected. However, at least 50% exposure is needed to warrant visual inspection without complementary subsurface investigation.

When an archaeological site is identified by visual inspection, excavation of at least two shovel test pits (STPs) is recommended to assess site depth and presence or absence of intact cultural strata and/or features. However, low probability areas (e.g. poorly drained soils, steep slopes, generally with a grade greater than 15%) and extensively disturbed areas need only be subject to visual inspection. For large survey areas that utilize predictive models at the Phase I level to identify archaeological sites, verification of the model should include testing of at least 10% of the identified low probability areas.

Excavation of small (generally one foot in diameter) STPs remains one of the most reliable means of site identification in areas of low surface visibility. Whenever possible, STPs should be tied to a known datum or fixed reference point, with their location clearly marked on appropriate maps.

As a general rule STPs should be excavated at intervals no greater than 50 feet and should continue to sterile subsoil if possible. It is recognized that different site types, as well as soils and topography, may justify a larger STP interval. Justification for the STP interval selected should be clearly presented in the report. Similarly a tighter interval should be considered if small, low-density sites are anticipated. The standard 50-foot interval for STPs may also be augmented by judgmental testing in:

- high probability areas;
- map-projected site areas; and
- areas containing vegetation or cultural landscape features associated with historic sites.

Additional STPs at tighter intervals should be excavated to determine whether individual artifacts recovered from one STP with no adjacent positive STPs are isolated finds or small low density sites. An attempt should be made to estimate the site boundaries at this stage of the investigation. The boundaries for sites in areas of poor surface visibility may be defined by the excavation of STPs in a cruciform pattern or at radial transects (Chartkoff, 1978).

All soils from STPs must be screened through 0.25 " hardware cloth. All artifacts should be retained with the exception of materials such as brick, shell, charcoal, etc., which may be noted in the field, a sample retained and the remainder discarded.

If extensive colluvial or alluvial deposits are known to be present in the survey area, consideration should be given to identifying buried sites. Deep testing accomplished with heavy equipment is the standard site discovery method for locating deeply buried sites.

Notes on all STPs should be recorded and should include information on survey/site/transect identification and location, either a profile drawing or detailed description of strata, soil types and Munsell descriptions, depth measurement, and a list of artifacts (both kept and discarded). It is important to note the environmental conditions under which any testing strategy was employed (e.g. adverse weather, condition of ground surface, etc.).

A detailed map should be prepared showing areas surveyed, areas eliminated from survey due to disturbance, slope, wetness, etc., and the location of the positive and negative STPs.

Remote Sensing

Remote sensing is used to augment more traditional survey methods by identifying high potential areas for subsurface testing. Remote sensing (using metal detectors, proton magnetometers and ground penetrating radar, etc.) may be appropriate for certain types of sites, particularly for underwater sites. A specific case must be made in the research design for the use of remote sensing and its relationship to other survey methods must be made explicit. In underwater survey, remote sensing is often effective in identifying targets for later diver verification.

Special Environment Surveys

Urban sites – Archeological testing in urban settings often involves unusual circumstances. We recommend that research designs for urban Phase I surveys be discussed in advance with DHR staff. Prior documentary research is critical because the spatial limits of urban archeological deposits often cannot be defined in the same manner as the boundaries of non-urban sites. Such research may aid in determining the historical boundaries of streets, blocks, house lots, etc.

In general, identification efforts in an urban area should include:

- Test units (in most cases larger than STPs) based upon available documentary evidence and current site conditions;
- Identification of the presence, distribution, and preservation of architectural evidence, site stratigraphy, features, and assessment of site significance based upon all available documentary evidence. Previous work at urban sites indicates it is useful to target midlot and backlot areas for cellars, privies, wells and cisterns;
- Recordation and assessment of features containing large numbers of artifacts;

- The use of mechanized equipment, such as backhoes, excavators, front end loaders, etc. Mechanized equipment is efficient for exposing buried deposits, particularly when the overburden of fill is deep. It should be recognized, however, that the fill may be seen as part of the history of the site itself and not simply as a modern intrusion. Mechanized equipment should be used with care to complement more traditional archaeological strategies;
- Sampling strategies for artifact recovery. Sampling strategies should be addressed on an individual basis and the method chosen justified in the research design;
- Recordation of excavation procedures including drawings and photographs; and
- Compliance with OSHA guidelines.

Underwater sites – Archaeological testing in underwater settings often involves unusual circumstances. We recommend that research designs for underwater Phase I surveys be discussed in advance with DHR staff.

In general, identification efforts in an underwater setting should include:

- Placement of test units based on remote sensing results and knowledge of the sunken vessel or submerged cultural remains;
- Use of mechanized equipment where extensive modern overburden is present;
- Careful examination of air-lifted and water-dredged soil samples. The soil samples should always be screened through mesh or net bagging.
- Recordation of the excavation procedure to include drawings and photographs if visibility permits; and
- Compliance with safety standards of nationally recognized diving organizations (PADI, NAUI, SSI, etc.).

For more detailed guidance regarding methods for underwater survey, consult state guidelines for underwater archeology prepared by Maryland and North Carolina.

EVALUATION (PHASE II)

The goals of Phase II evaluation survey are:

- to determine whether the site is eligible for the NRHP; and
- to provide recommendations for future treatment of the site.

Phase II evaluation should accurately assess the horizontal and vertical integrity of the site as well as define the site boundaries. The level of effort and the methods employed will vary depending upon the environmental setting and site type. The site should be evaluated in its entirety, not just within the immediate project boundaries. However, testing strategies for Phase II evaluation studies may focus primarily on that portion of the resource to be directly affected by the proposed project.

Phase II Background Research

Background research should always be conducted prior to the initiation of any fieldwork. Background research should be sufficient to form research questions and to develop relevant historic contexts to aid in determining the site's eligibility for the NRHP.

Phase II background research should expand and refine the research conducted during the Phase I identification by:

- a more intensive examination of reports and records consulted during the Phase I survey;
- more in-depth interviews with informants; and
- examination of more detailed records, (e.g. deed records, tax records, census records, probate records, circuit court records, etc.).

Background research for prehistoric period sites should focus on gathering more detailed information concerning site chronology, function, and regional settlement and subsistence patterns. For historic sites, background research should focus on site-specific data such as site chronology, function, and the ethnicity and socioeconomic status of site occupants.

Phase II Methods

The choice of field methods should be based upon a research design and should always reflect the current state of professional knowledge.

Accurately defining site boundaries is a goal that can often be accomplished by conducting a controlled surface collection for those sites having good ground surface visibility. Sites with poor surface visibility may require an intensive testing program to establish boundaries.

Testing strategies should take into account the following:

- results of the Phase I testing;
- results of background research;
- cultural or natural features located on the surface (e.g. mounds, cellar depressions, fencelines, avoidance of previously disturbed areas, large trees etc.);
- systematic or probablistic sampling schemes; and
- remote sensing results.

Consideration should be given to placing test units larger than STPs in areas with differing artifact types and densities. Phase II testing strategies should result in the recovery of a representative sample of artifacts and determine the presence or absence of intact features.

Features may require sampling on a case-by-case basis to verify their cultural association and to determine their age, function and research potential. When previously recovered data addresses these issues, feature excavation should not be undertaken. While it is impossible to define a point applicable in all instances at which testing ends and data recovery begins, a rule of thumb is that testing is completed when sufficient information has been gathered to make a determination of eligibility or a management decision. "Testing" that destroys large portions of a site prevents the consideration of other site treatment alternatives and should be avoided at the Phase II level.

A permanent, fixed datum should be established on all sites recommended for Phase III data recovery.

Special Environments

Testing strategies at urban and underwater sites should be based on the results of intensive archival research and of the Phase I testing. Safety factors should be considered in determining the need for further work to be conducted in special environments. This includes properties with documented hazardous material, as well as deeply buried sites. Appropriate safety standards should be adhered to in all cases.

Phase II Field Documentation

As with Phase I identification, the choice of methods for recording Phase II evaluation field data should be based on a research design and enable independent interpretation. At a minimum, the following information should be recorded:

Test unit documentation should include the following:

- provenience;
- name of excavator;
- date;
- description of cultural material;
- soils;
- profile; and
- planview.

The site map should include the following:

- orientation and scale;
- location of all STPs, larger size test units, and all above ground cultural feature including cultural landscape features and any previously disturbed areas;
- site datum; and
- site boundaries.

Photo documentation should be provided for

- All cultural features evident on the surface (e.g. mounds, cellar depressions, etc.); and
- All cultural evidence beneath the surface (e.g. features, significant stratigraphy, etc.).

Provenience documentation should be provided for the horizontal and vertical provenience of each artifact or collection of artifacts.

<u>Phase II Analysis</u>

Phase II analysis should be oriented toward evaluation of the site and its ability to answer important research questions. This may be accomplished by:

- Examination of intrasite structure;
- Discussion of the relationship between surface and subsurface remains; and
- Tabulation of data on provenience.

The evaluation should take into account the percentage of the site area excavated and consider how well the excavated portion represents the site as a whole.

EVALUATION OF HUMAN REMAINS

Human burials represent a unique resource and require special consideration when being evaluated for listing in the NRHP. As a general rule, cemeteries are not considered eligible for listing in the NRHP. For specific guidance on criteria for listing cemeteries, refer to National Register Bulletin 41, *Guidelines for Evaluating and Registering Cemeteries and Burial Places*. If the evaluation includes the archaeological removal from *in situ* placement of humans remains and/or associated grave goods, a permit from DHR is needed in accordance with *Code of Virginia* 10.1-2305.

When evaluating burials for listing in the NRHP, the following items are considered by DHR in making its decisions:

- Historic documentation, if applicable
- Clearly delineated features (grave shafts)
- Artifacts

- Bone preservation

In general, burials must have good bone preservation in order to be eligible under criterion D. However, it may be possible to demonstrate significance without good bone preservation if documentation, along with artifacts, can establish a secure date for the remains and demonstrate the ability of the resource to provide significant new information on topics such as mortuary practices, etc.

PHASE III (DATA RECOVERY)

All due consideration should be given to practical methods of preserving significant archaeological sites in place. However, when appropriate consultation has taken place, and it is agreed that preservation in place is not practical, data recovery may be appropriate. Data recovery should address defined and defensible research questions. It should be conducted in the most efficient manner possible. There is no single or standard way. The nature, scope and boundaries of the data recovery will be determined by the parties consulting on the project.

In terms of the **substantive content**, we recommend that the research design be guided by certain basic principles presented in the Advisory Council on Historic Preservation's booklet *Consulting About Archeology Under Section 106* (1990). The preparer of a data recovery plan should ensure that:

- The amount and areas of the site to be excavated are reasonable given the anticipated project impacts to the site, and the questions posed in the data recovery plan are answerable given the excavation strategy;
- The research questions appear logical, current and answerable in terms of the potential information the site(s) can be expected to yield given the amount and nature of excavation proposed; and
- The proposed field and laboratory methods for retrieving the information are consonant with the questions asked of the data.

All data recovery plans should include the following elements:

- Information on the archaeological property or properties where data recovery is to be carried out, and the context in which such properties are eligible for listing in the NRHP;
- Discussion of the research questions to be addressed through the data recovery, with an explanation/justification of their relevance and importance;
- Description of the recovery methods to be used, with an explanation of their pertinence to the research questions;
- Information on arrangements for any regular progress reports or meetings to keep agency managers and SHPOs up to date on the course of the work;

- Description of the proposed disposition of recovered materials and records, along with evidence of agreement regarding curatorial responsibilities;
- Proposed methods for disseminating results of the work to the interested public (e.g. presentation during Virginia Archaeology Month, etc.); and
- Proposed methods by which any relevant Indian tribes, local governments and other specific groups will be kept informed of the work, and if human remains or grave goods are expected to be encountered, information on consultation with the Virginia Council on Indians, the United Indians of Virginia and any other relevant Indian tribe regarding final disposition of the materials.

CURATION OF ARTIFACTS AND DOCUMENTATION

Archaeological investigations usually result in the retrieval of archaeological materials (artifacts) and production of original data (notes, records, photographs) for a project. Artifacts and data are an integral part of the documentary record of an archaeological site and should be curated to ensure their stability and availability for future research.

Artifacts that are removed from private lands in connection with a federal action are generally the property of the land owner. Notes, records and photographs generated as a result of a federal action are the property of the federal government, regardless of the location of the archeological site. Provision for the costs of curation may be made a condition to the issuance of a federal license or permit. When the owner cannot provide proper curatorial care, the federal curation standards recommend but do not require that the federal agency seek title to the collection.

The place where a project's artifacts and original data will be curated should be determined before beginning any fieldwork. DHR encourages placement of collections with the Virginia Archaeological Curation Facility, the principal repository for archaeological materials recovered from sites in Virginia. Prior to acceptance of a collection, DHR requires documentation of ownership or a Memorandum of Understanding with the involved state or federal agency clearly establishing curation responsibilities. The current fee is $150.00 per Hollinger box.

The National Park Service has established federal curation standards, entitled *Curation of Federally Owned and Administered Archeological Collections* (36 CFR 79), which apply to surveys, excavation or other studies conducted in connection with a federal action, assistance, license or permit. In 1993 DHR, in consultation with the Council of Virginia Archaeologists, established minimum standards for the processing and curation of archaeological collections. These standards should be followed for all collections to be curated by DHR. DHR recommends adherence to these requirements for all archaeological collections generated in Virginia, in order to standardize curation practices, ensure professionalism in the treatment of archaeological materials, and to assure the availability of collections and documentation for future research.

Any repository that is providing curatorial services for a collection subject to the federal regulations must possess the capability to provide adequate long-term curatorial services, as set forth in 36 CFR 79, to safeguard and preserve the associated records and any material remains deposited in the repository. There is no grandfather clause in the federal regulations. This applies equally to repositories that agree to preserve collections after the effective date (October 12, 1990) as well as repositories that agreed prior to that date. If a repository's officials find that they are no longer able to provide long-term curation, they have the responsibility to consult with the federal agency responsible for the project regarding an acceptable repository for the existing collections.

PERSONNEL

The Principal Investigator has the responsibility to conduct field investigations in a manner that will add to the understanding of past cultures and will develop better theories, methods and techniques for interpreting the archaeological record while causing minimal attrition of the archaeological resource base. The Principal Investigator must meet the professional standards set by the Secretary of the Interior and has the ultimate responsibility for the overall quality of the project and for achieving the objectives of the research design. The skills of the investigative personnel must be appropriate to the nature of the project and to the goals and specifications delineated in the research design.

PERMITS

The following permits may be necessary to conduct archaeological work in the state. The Principal Investigator is responsible for ensuring that any applicable permits are acquired.

- Human remains (administered by DHR, *Code of Virginia* 10.1-2305). A permit from DHR is needed for the archaeological removal from *in situ* placement of humans remains and/or associated grave goods;
- State owned lands (administered by DHR, *Code of Virginia* 10-1-2302). A permit is need from DHR for excavation of archaeological sites on state-owned lands or state designated archaeological sites or zones.
- Cave permits (administered by Department of Conservation and Recreation, *Code of Virginia* 10.1-1000-1008);
- Underwater permits (administered by the Virginia Marine Resources Commission, *Code of Virginia* 10.1-2214 and 28.2-1203, and the United States Army Corps of Engineers, Section 10 of the Rivers and Harbors Act of 1899 (33 U.S.C. § 403), and Section 404 of the Clean Water Act [42 U.S.C. § 7506(c)].). A state owned lands permit is needed from the DHR for archaeological excavations on submerged state-owned lands;
- Federal lands permit [Archeological Resources Protection Act of 1979 (ARPA) 16 U.S.C. §§ 469-469c]. ARPA permits are issued by the federal agency owning the land; and
- Local permits as required.

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1990 *Consulting About Archeology Under Section 106*. U.S. Government Printing Office, Washington, D.C.

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1994 *An Assessment of Virginia's Underwater Cultural Resources*. Virginia Department of Historic Resources Survey and Planning Report Series No. 3

Chartkoff, Joseph L.
1978 Transect Interval Sampling in Forests. *American Antiquity* 43:46-53.

National Historic Preservation Act of 1966, 16 U.S.C. §§ 470-470w-6.

Virginia Department of Historic Resources
1993 *State Curation Standards*.

U.S. Department of the Interior, National Park Service.
1983 Archeology and Historic Preservation: Secretary of the Interior's Standards

and Guidelines. *Federal Register* 48(190):44716-44742

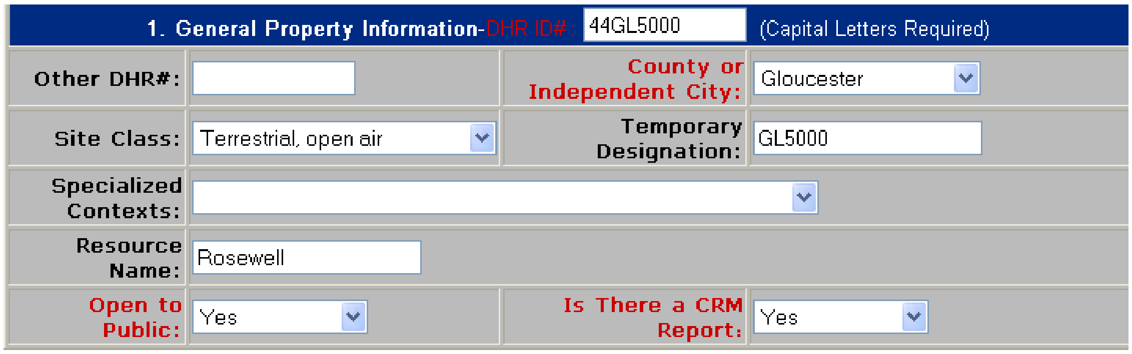
1992 *Guidelines for Evaluating and Registering Cemeteries and Burial Places*. National Register Bulletin No. 41. U.S. Government Printing Office.

1990 Curation of Federally Owned and Administered Archeological Collections; Final Rule.*Federal Register* 55 (177): 37616-37639.

CHAPTER 10
DSS DATA ENTRY INSTRUCTION FOR ARCHAEOLOGICAL SURVEY

DSS Data Entry Instruction for Archaeological Survey

Screen # 1
General Property Information


1. General Property Information-DHR ID#: 44GL5000 (Capital Letters Required)

Other DHR#:
County or Independent City: Gloucester
Site Class: Terrestrial, open air
Temporary Designation: GL5000
Specialized Contexts:
Resource Name: Rosewell
Open to Public: Yes
Is There a CRM Report: Yes

*You must fill in any boxes highlighted with red text.

DHR ID #: Enter a temporary identification number, starting with 44, in this box when you are creating a new record. You may use any combination of letters and numerals. You must use capital letters**.** DHR will assign a permanent Site Number when you submit this form along with a **USGS topographic map showing the location of the site.**

Other DHR #: This box should be completed if an architectural resource that has been recorded by DHR stands on the same site. Also, all archaeological properties nominated to the Virginia Landmarks Register and/or the National Register of Historic Places have been assigned architectural file numbers.

Example: 043-5308

County or Independent City: This field must be completed. Selecting the first letter of the appropriate locality and continuing to hit that letter until the right one is highlighted can easily navigate the alphabetical list. Should the site's boundaries include more than one city and/or county, note the one in which the majority of the site is situated.

Site Class: Select the appropriate class from the pick list. The choices are: ***Submerged; Terrestrial, cave/rockshelter; Terrestrial, open air.*** Noting that resources are submerged or cave/rockshelter is important since such information will aid in the protection of sites covered by the Virginia Underwater Historic Properties Act and the Virginia Cave Protection Act.

Caution: All site-altering archaeological activities, including the obtaining of surface collections, are explicitly prohibited at submerged sites and caves/rockshelters without the issuance of a permit. In reporting submerged sites and caves/rockshelters, please do not remove any artifacts or conduct any archaeological testing unless you have a

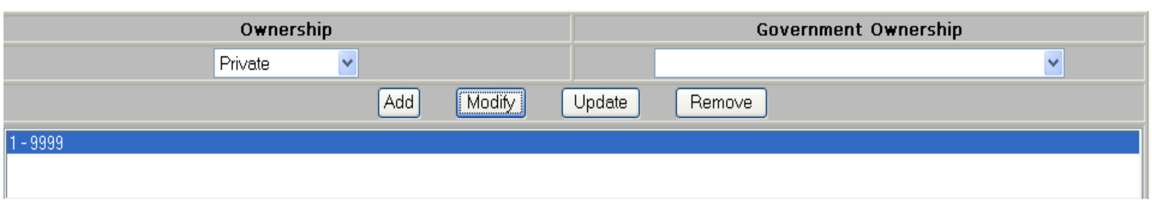
permit.
Temporary designation: You may use this field to include any temporary number or number letter combination you wish.

Specialized contexts: This field is reserved for already developed state, regional, and local prehistoric/historic specialized contexts. If applicable, select ***Native American Contact Period Site; Prince William County Civil War Sites; or Virginia Company Period Native American and European Sites.***
Leave blank otherwise.

Resource Name: If the site has an historic or traditional name, include it here. Options for naming the property include using the name of the property owner, the property itself, or a nearby geographic or cultural feature. Trivial or deliberately humorous designations for site names will not be accepted. You will be able to query based on the site name.

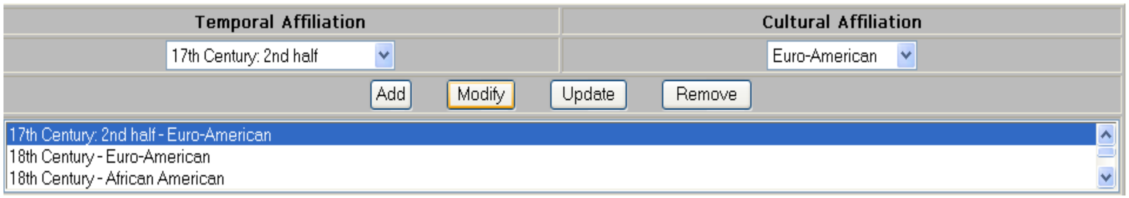
Open to Public: For most archaeological sites, the selection here should be ***No***. You must complete this field.

Is there a CRM Report? This field must be completed. If there will be a Cultural Resource Management (CRM) report growing out of this survey, you should select ***Yes.*** You should also select ***Yes*** if there is a previous report associated with this site.



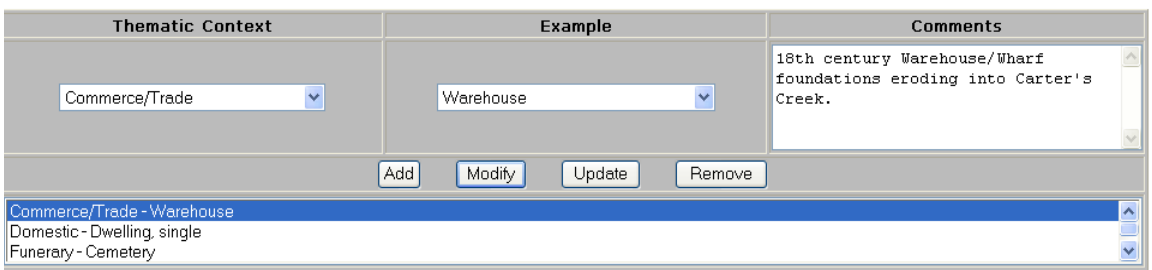
Ownership and Government Ownership: These fields are linked and should be added as a unit. Select ***Private, Public-Local, Public-State, or Public Federal.*** If the property is publicly owned, add the name of the public entity that is the owner under **Government Ownership.** Then select the Add button. Use the **Add/Modify** function to allow for entry of more than one ownership type. Identifying resources owned by the Commonwealth of Virginia or the United States government is important since such information will aid in the protection of sites covered by the Virginia Antiquities Act and the federal Archaeological Resources Protection Act.

Caution: All site-altering archaeological activities, including the obtaining of surface collections, on state and federal lands are explicitly prohibited without a permit. In reporting sites on state and federal lands, please do not remove any artifacts or do any archaeological testing unless you have a permit.



Temporal Affiliation and Cultural Affiliation: These fields are linked and should be added as a unit. The **Temporal Affiliation** field should be populated from the pick list that represents various time periods beginning with the Paleo-Indian and ending with the late-20th century. The pick list for **Cultural Affiliation** includes ***African American, Euro-American, Indeterminate, Native American.*** Now select the Add button. If a site dates from several different temporal/cultural affiliations, you may use the **Add/Modify** function to add as many as are applicable to the site.

For example, you may have a *17th Century: 2nd half Euro-American* site that you would enter in the temporal and cultural affiliation fields and select "Add." Then the site might have a component that is *Early Woodland: Native American.* You would use the "Add/Modify function so that both site descriptions would be included.



Thematic Context, Example and Comments: These fields are linked and should be added as a unit. From the pick list select the appropriate context. These are the 18 themes that DHR has identified such as "Domestic," "Settlement Patterns," "Commerce/Trade," etc. **Example** would include selection from the pick list of exactly how the site was used historically such "kiln, brick," "fish weir," "grave/burial," or "lithic workshop," among others. There is a free text field where you may includes any specific comments; currently this field is limited to 4000 characters. Again, there many be multiple "themes" and "examples" so that the **Add/Modify** function should be used.

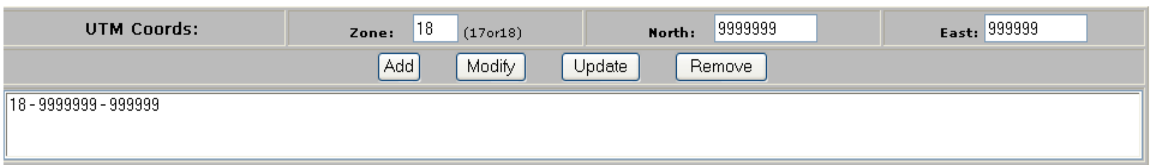
SAVE at bottom of screen.

Screen # 2
Location Information

2. Location Information - DHR ID#: 44GL5000

UTM Center:	Zone: 18 (17or18)	North: 4132170	East: 360320

UTM Center: Enter the appropriate UTMs for the center of the site. Northing has seven digits and Easting has six digits. This information is required for professional archaeologists but the UTM coordinates are not required for submissions from the general public.

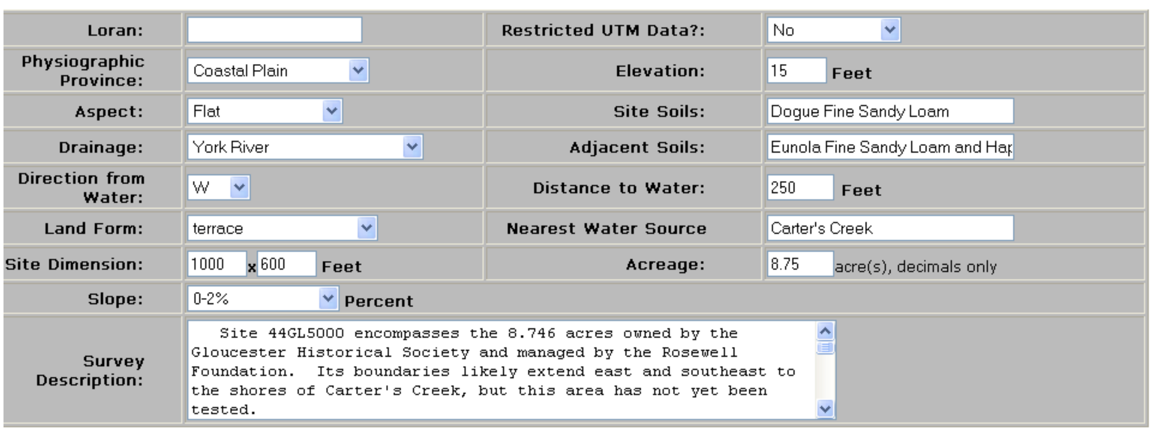


UTM Coords:	Zone: 18 (17or18)	North: 9999999	East: 999999

Add Modify Update Remove

18 - 9999999 - 999999

UTM Coordinates: If the site is large (generally larger than 5 acres), multiple UTM points may be entered using the **Add/Modify** function.



Loran:		Restricted UTM Data?:	No
Physiographic Province:	Coastal Plain	Elevation:	15 Feet
Aspect:	Flat	Site Soils:	Dogue Fine Sandy Loam
Drainage:	York River	Adjacent Soils:	Eunola Fine Sandy Loam and Ha
Direction from Water:	W	Distance to Water:	250 Feet
Land Form:	terrace	Nearest Water Source	Carter's Creek
Site Dimension:	1000 x 600 Feet	Acreage:	8.75 acre(s), decimals only
Slope:	0-2% Percent		
Survey Description:	Site 44GL5000 encompasses the 8.746 acres owned by the Gloucester Historical Society and managed by the Rosewell Foundation. Its boundaries likely extend east and southeast to the shores of Carter's Creek, but this area has not yet been tested.		

Loran: You may skip this field. It is generally limited to submerged sites to complement UTMs.

Restricted UTM data? Indicate here whether the UTM information should be restricted.

Physiographic Province: Indicate if the site is situated in the Coastal Plain, Piedmont, Blue Ridge, Ridge and Valley or Appalachian Plateau.

Elevation: Using the appropriate USGS topographic map, indicate **in feet** the elevation above sea level of the site. Should the site vary in elevation, record the elevation for that point from which the center UTM value was calculated.

Aspect: Indicate if the site is flat or facing north, northeast, east, southeast, south, southwest, west of northwest. Should more than one response be possible, choose the one applicable to the majority of the site.

Site Soils: Following the U.S. Soil Conservation Service soil survey publication for the county in which the site is located, enter the most common soil type within the site's boundaries. If such a publication is not available, leave this field blank. General comments on the site soils should be entered under the **Survey Description.**

Drainage: Indicate in this field if the site is situated in the Potomac/Shenandoah River, Rappahannock River, York River, James River, Chowan River, Dismal Swamp, Chesapeake Bay, Atlantic Ocean, New River, Roanoke River, Tennessee River or Big Sandy River drainage.

Adjacent Soils: If different from the site soils entered above, list the most common soil type within 1000 feet of the site**.**

Direction from Water: Enter the direction *from* the nearest water source. Water source options include river, stream, spring, lake, and swamp.

Distance to Water: Enter the distance *to* that water source **in feet**.

Land Form: Enter from the pick list the most characteristic landform.

Nearest Water Source: Enter the name of the nearest water source.

Site Dimension: Record the dimensions of the site **in feet**. If site dimensions are merely an approximation or if site size is unknown, this should be noted in the Survey Description.

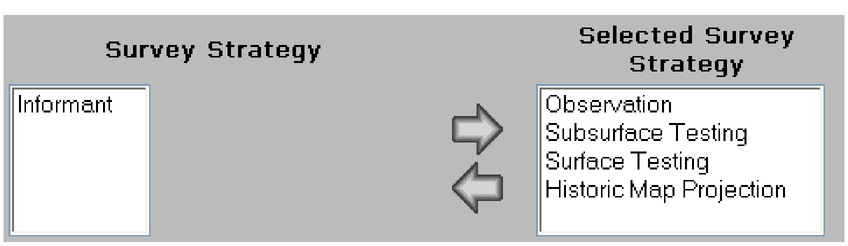
Acreage: Record the acreage here **in decimals** (e.g. 2.05 acres). Acreage equals = (site dimension x')(site dimension y')(.000023)

Slope: Following the U. S. Soil Conservation Service, indicated the site's slope (see the pick list). For caves and rock shelters, calculate slope from the adjacent terrain, not the site surface.

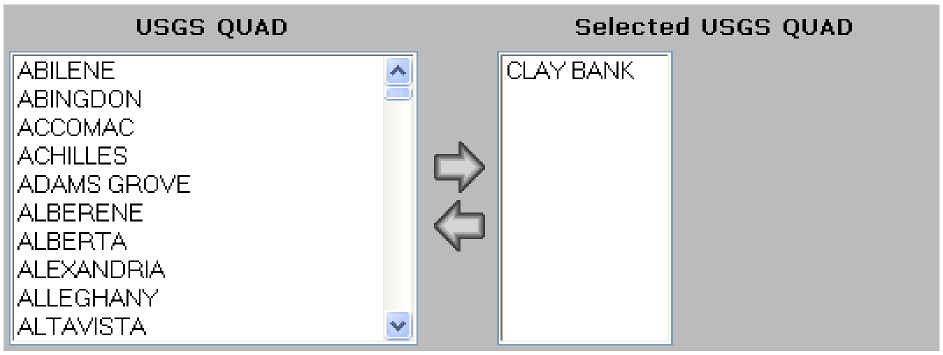
Survey Description: Information provided here documents how the site was surveyed, under what conditions reported artifacts were obtained, how representative they are of the total artifact assemblage, and site condition. Details should include form of subsurface testing (shovel tests vs. test units), size and depth of units, size of screen mesh, interval spacing, type and status of site impact. Also, please note in this field whether UTMs were calculated using NAD1927 or NAD1983. This is a memo field with a current limit of 4000 characters.

Caution: The archaeological excavation of human remains is explicitly prohibited without a permit pursuant to the Virginia Antiquities Act. Should surface evidence of a disturbed human burial be observed as part of a survey, please report it to the Department.

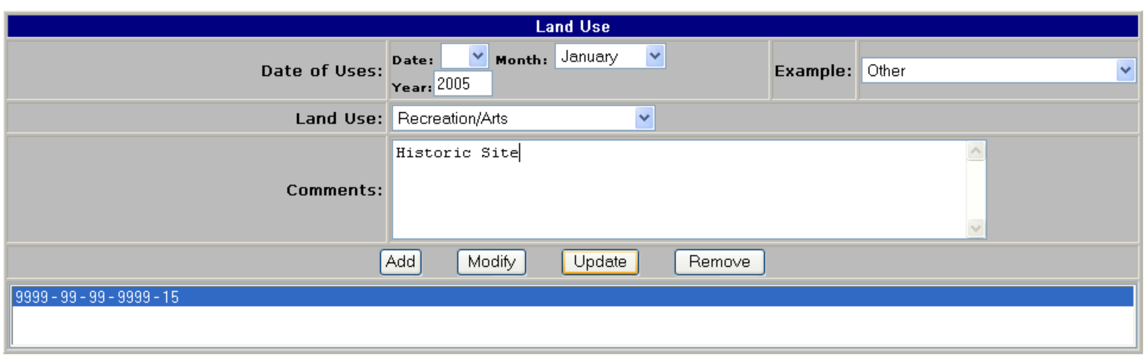
Site Conditions: Select the appropriate site conditions from the pick list. Multiple site conditions may be selected. (Example: Less than 25% of Site Destroyed; or 50-74% of Site Destroyed; or No Surface Deposits with Subsurface Integrity). Highlight the selection and use the arrows to move the selection to the right (Selected Site Conditions) or back to the left.



Survey Strategy: Select one or more applicable strategies from the list provided by highlighting the selection and using the arrows to move the selection to the right (Selected Survey Strategy) or back to the left. Under no circumstances will site numbers be assigned to sites based solely on historic map projections; such projections will require field verification.



USGS Quad: Select the appropriate quad(s) on which the site is located. You can scroll immediately to the appropriate quad name by selecting the first letter of that quad on your keyboard and continue hitting that key until the correct quad can be highlighted. Highlight the selection and use the arrows to move the selection to the right (Selected USGS Quad) or back to the left. ***A copy of the appropriate portion of the USGS quad(s) showing site boundaries must be submitted to the DHR before a site number will be assigned.*** More detailed field maps, photocopies of diagnostic artifacts, or other pertinent illustrations may also be submitted, but are not required.



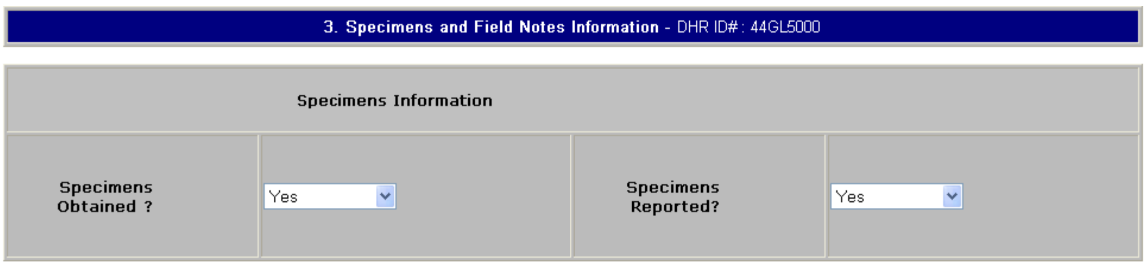
Land Use: All the fields under Land Use are linked and should be added together. Enter the ***current*** date, land use, example, and comments. Now select the Add button. Example: The current **Land Use** might be "Landscape" and the **Example** would be "Forest," or "Subsistence/Agriculture" and the Example would be "Agriculture Field" or "Pasture". **Date of Uses:** include the date that the information in the following fields is applicable. **Comments:** A memo field of up to 4000 characters to expand on current land use and its impact on the site.

SAVE at bottom of screen.

Screen # 3

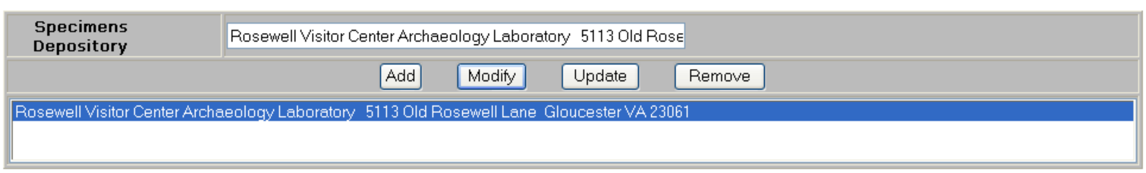
Specimens and Field Note Information

Specimens Information

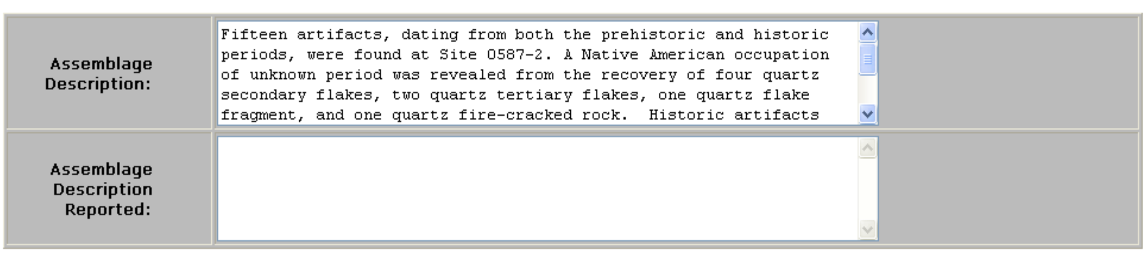


Specimens obtained? Select "Yes or No". This refers to artifacts collected in the field.

Specimens Reported? Select "Yes or No." This refers to artifacts noted or observed in the field but **not** collected.



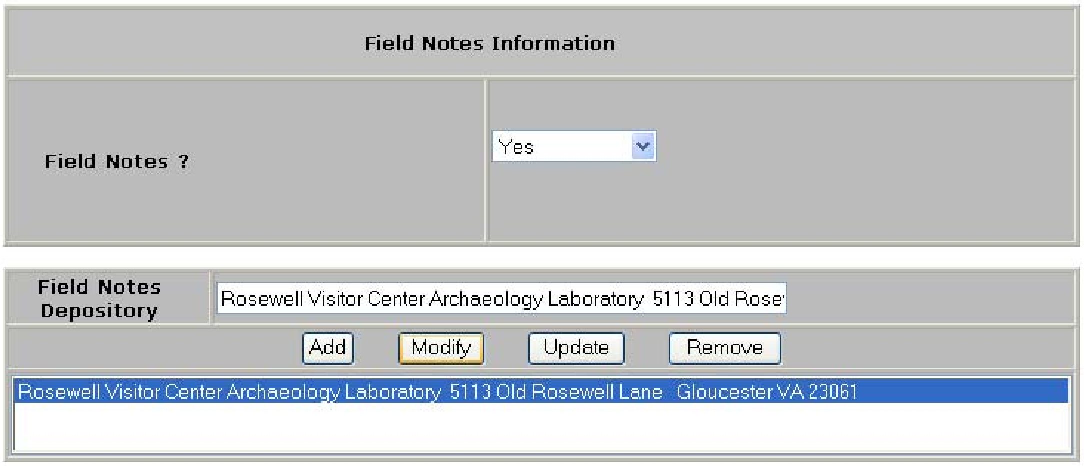
Specimens Depository: Enter the depository for the specimens. You may enter multiple locations using the "Add/Modify" function.



Assemblage Description: Provide a precise inventory with counts of all specimens obtained from the investigation. Memo field limited to 4000 characters.

Assemblage Description Reported: List artifacts reported in other collections with each collection identified by its owner and address. This section may be used to list artifacts observed on a site but not recovered. Memo fields limited to 4000 characters.

Field Notes Information

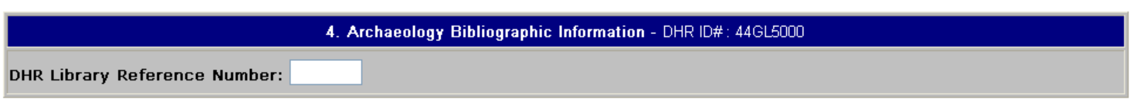


Field Notes: Select “Yes or No.”

Field Notes Depository: Enter the name of the depository for the field notes; there may be multiple depositories, so you can use the Add/Modify function.

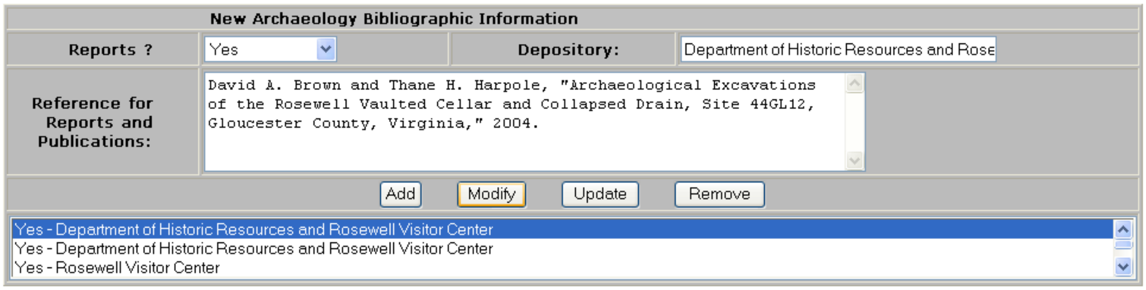
SAVE at bottom of screen.

Screen # 4
Archaeology Bibliographic Information



DHR Library Reference Number: This field is for DHR office use only. Do not complete. The Department staff member who assigns a number to the site is responsible for completing this field if applicable. Listed here will be reference numbers for all reports in the DHR Archives library referring to this site.

New Archaeology Bibliographic Information



All fields under New Archaeology Bibliographic Information are linked.

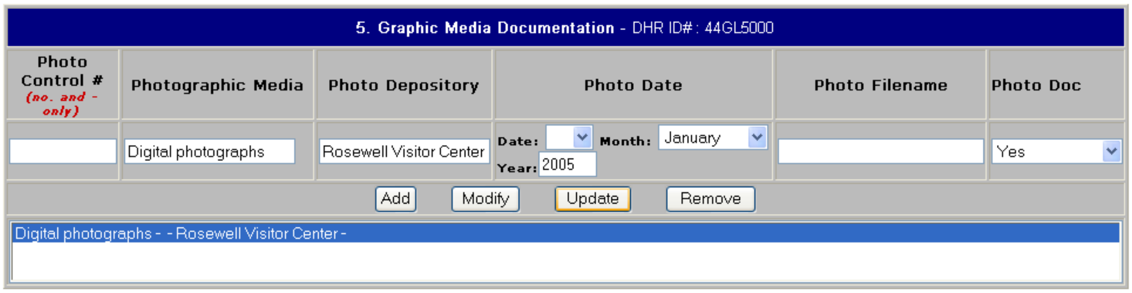
Reports: Select Yes/No or Unknown**.**

Depository: Enter the location of the report in this field.

References for Reports and Publications: Enter the bibliographic information (title, author, date) on all sources or drafts in this text field. Relevant reports and historic maps can be cited. Use the **Add/Modify** function to enter multiple bibliographic sources. The Department actively solicits copies of reports and publications to add to the archives for use by visiting researchers and as a supplement to our inventory files.

SAVE at bottom of screen.

Screen # 5
Graphic Media Documentation



All fields under Graphic Media Documentation are linked.

Photo Control Number: Complete this field only if you have received a DHR negative number for any photographs you have taken that are part of this site form.

Photographic Media: If you have taken photographs, enter the type of photo media. Example: 35 mm B&W, color slide, digital. If you have a site plan that you might have scanned for this site, you may enter “scanned image” in this field.

Photo Depository: Enter the location of the photographic media in this field.

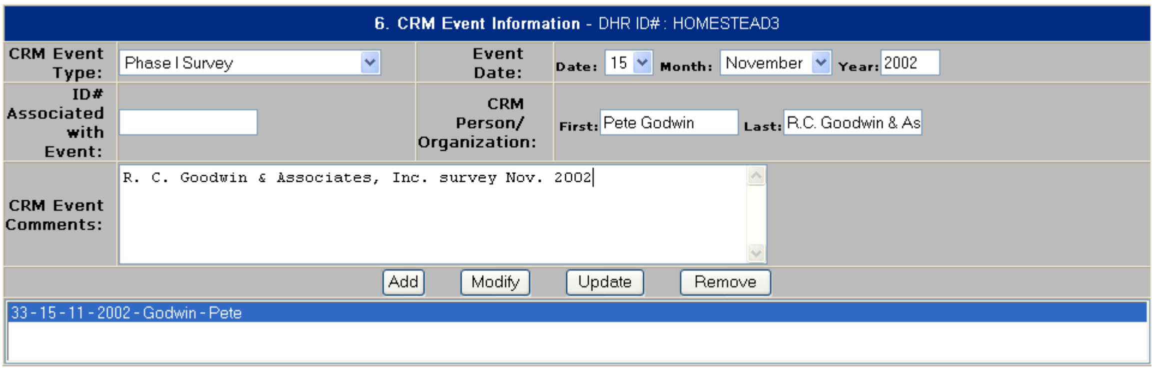
Photo Date: Enter the day, month and year of the photograph if applicable. If you do not have the day or the month, enter 01. You must enter the year.

Photo Filename: It is suggested that you enter the site number here or, if it is a scanned image, “site plan”.

You may use the **Add/Modify** function if you have multiple graphic images to report.

SAVE at bottom of screen.

Screen # 6
CRM Event Information


6. CRM Event Information - DHR ID#: HOMESTEAD3

CRM Event Type: Phase I Survey
Event Date: Date: 15 Month: November Year: 2002
ID# Associated with Event:
CRM Person/ Organization: First: Pete Godwin Last: R.C. Goodwin & As
CRM Event Comments: R. C. Goodwin & Associates, Inc. survey Nov. 2002
Add Modify Update Remove
33 - 15 - 11 - 2002 - Godwin - Pete

All fields under CRM Event Information are linked.

CRM Event Type: choose from the pick list the applicable CRM event such as “Phase I Survey,” “National Register Listing.”

Event Date: Enter the date of the “Event” in these fields. Again, enter 01 if you do not have the exact day and month.

ID# Associated with Event: You should enter in this field the DHR Project Review Number if applicable. Example: 2002-0312

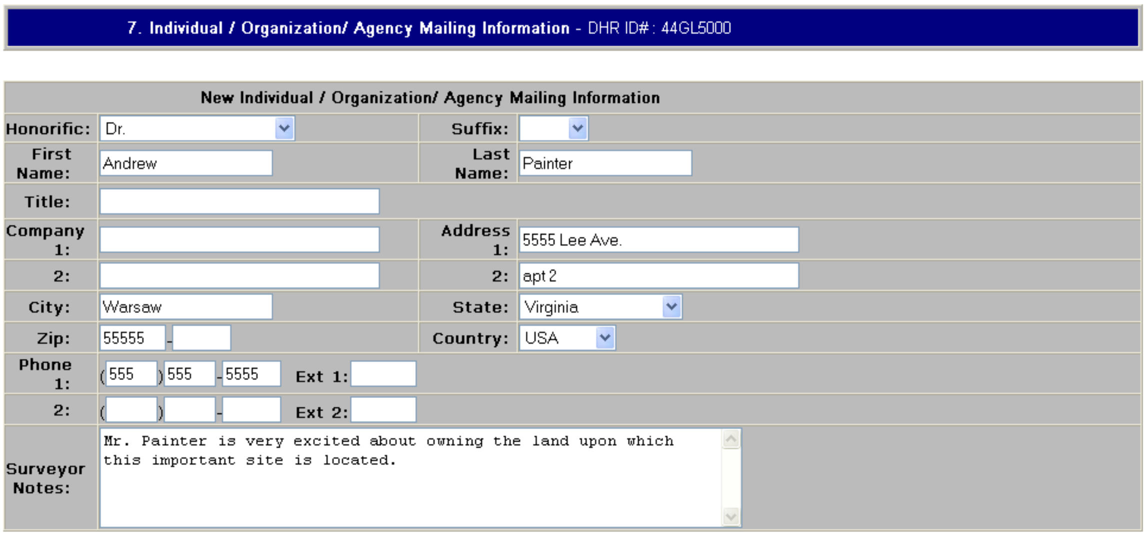
CRM Person/Organization: Enter the first and last name of the person conducting the survey in these fields; if it is an organization, enter that information in the “last name” field.

CRM Event Comments: Enter any pertinent comments about the CRM event in this memo field. This may include the **address** of the firm conducting the research or additional names of field personnel. If you are a member of the Archeological Society of Virginia, please note such and include the chapter that you are affiliated with. The text is limited to 4000 characters.

You may use the **Add/Modify** function to enter multiple CRM events.

SAVE at bottom of screen.

Screen # 7
Individual/Organization/Agency Mailing Information

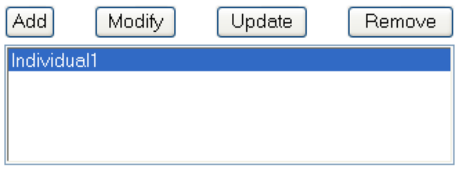


The following fields are linked.

New Individual/Organization/Agency Mailing Information: Complete the name and address information for the person associated with the property. If the person is unknown, leave these boxes blank.

Surveyor Notes: Enter any miscellaneous notes that might be associated with the survey of this site here. The character limit for this memo field is 4000 characters.

Owner Relationship/Individual Category Codes: Complete this field from the pick list provided. It may be that you have recorded the address information about someone who is the owner of the property or the owner of the specimens. You may use the **Add/Modify** function if you have several categories (a person is both the owner of the property and the owner of the specimens). Now select the add button at the bottom of the screen and the person will be entered as Individual 1.



The **Add/Modify** function at the bottom of the screen allows additional people to be added as Individual 2, etc.

When you complete Screen # 7, you will click "**Save**" and return to the screen where you can create another record.

CHAPTER 11
GUIDELINES FOR PREPARING SURVEY REPORTS

Introduction

The following guidelines are required for projects funded by DHR, including those receiving funding assistance through the State Survey and Planning Fund (Cost Share), as well as CLG surveys.

The Secretary of the Interior has established national standards and guidelines for State Historic Preservation Offices to use for all historic preservation activities, including survey and planning. These standards are entitled *Archaeology and Historic Preservation; Secretary of the Interior's Standards and Guidelines (*48 FR 44716-44742). Those undertaking an architectural survey are expected to familiarize themselves with these standards and guidelines. DHR's guidelines contained in this chapter are derived from the Secretary's *Standards* and are to serve as a comprehensive outline for the preparation of survey reports.

Before final cost-share architectural reports are submitted, DSS records will be entered and accepted. In addition, DHR eligibility determinations are to be incorporated into the final document.

General Format Requirements

- Survey reports will be formatted using MS Word (preferred) or Word Perfect 6.1 or higher and submitted on a compact disc, along with the required number of hard copies.

- For all illustrations, include figure number, a caption, a scale or indication that it is not to scale, a compass orientation (north arrow), and a source. Illustrations must be legible. Reproducing historic documents and/or maps is encouraged. It is preferred that illustrations be inserted throughout the report rather than grouped together.

- Scanned or digital photographs are to be included within the text, rather than grouped as an appendix. Include a caption describing or indicating the view orientation.

- All reports must be submitted bound along with one never previously bound copy. The number of required copies will be determined at the beginning of the project. The use of plastic spiral bindings is preferred. Other types of binding such as velo, glued, and pressboard do not withstand repeated use in the DHR

Archives. In addition, state law requires the use of ph-neutral (archivally stable) paper in all documents that are considered permanent records of the history of the Commonwealth.

Required Components

I. **Cover -** Provide illustrated card-stock cover, preferably not a dark color

II. **Title Page** – Provide the following project identification information:

A. Title of Report including name and location of survey
B. Author(s), principal investigator(s), organizational affiliation, address and phone number
C. Name, address and telephone number of client for whom report was prepared
D. Date of report

III. **Table of Contents**

A. Abstract
B. Acknowledgements
C. List of Maps, illustrations, tables
D. Introduction/description of survey (including estimated acreage covered)
E. Historic contexts
F. Research Design: Objective; Methods; and Expected Results
G. Survey Findings
H. Archaeological Assessment, if applicable
I. Evaluation, including Multiple Property Documentation Form (MPDF) if applicable
J. Recommendations
K. Bibliography
L. Appendices, including DSS-generated reports and Preliminary Information Forms (PIF), if applicable

IV. **Abstract**

A brief summary of the survey project, the purpose of the survey, the findings, and the recommendations of the principal investigator. This summary is to include the total acreage covered by the survey, the total number of resources surveyed, and the level (reconnaissance or intensive) at which they were surveyed. Abstracts should be no longer than one page.

V. **Acknowledgments**

This section will briefly credit funding sources, volunteers, members of local governments or advisory committees and other contributors to the project. If the survey project is funded by a Certified Local Government grant, contact the DHR CLG Program Coordinator at 757-886-2807 (in DHR's Tidewater Regional Office) to obtain exact wording to acknowledge federal government funding as required by the Department of the Interior.

VI. List of Maps, Illustrations, and Tables

This list will include figure number, subject and/or title of graphic and page number. Report must contain a map of surveyed area, preferably denoting locations of all properties surveyed. It is preferred that illustrations be interspersed through the text rather than grouped together at the end.

VII. Introduction and Description of Projects

A. Sponsors of survey and other appropriate information
B. Description of survey including geographical limits, and explicit statement of actual acreage surveyed
C. Purpose of report and discussion of scope of work
D. Dates of investigation and staff composition
E. USGS quad maps indicating the location and boundaries of the survey
F. Supplementary mapping, if appropriate

VIII. Historic Context

The development of an historic context for the survey area is one of the key components of the survey report. According to federal standards, an historic context "organizes information based on a cultural theme and its geographic and chronological limits." A description of the physical setting combined with a narrative history of the county or region does not constitute an historic context.

DHR has developed guidance for the preparation of historic contexts. Please reference Chapter 3 of this manual, *How to use Historic Contexts in Virginia: A Guide for Survey, Registration, Protection and Treatment Projects*. Please note that the level of effort in context development can vary according to the needs of the survey.

It is recommended that the in-depth discussion of historic themes be preceded by an historic overview that synthesizes the historic context in the form of a chronological narrative. Within the overview, introduce important patterns, events, persons, or cultural values, and identify property types associated with important historic themes. The overview is to characterize the general location and distributional patterns of historic resources.

Historic contexts incorporate the following:

A. A description of those natural characteristics and cultural patterns that have influenced the use of the landscape through time as well as the survival of the cultural record. Emphasis is to be placed on the relationship of the environmental setting to the development of the built environment and the evolution of architectural and community patterns.

B. An assessment of existing resource documentation for the survey area. This assessment includes resources identified and/or evaluated in the DHR Archives as well as an assessment of previous survey and historic context development efforts. Properties previously listed in the Virginia Landmarks Register (VLR) and National Register of Historic Places (NRHP) must be discussed and their boundaries delineated on project maps contained within the report. Because "[t]he passage of time or changing perceptions of significance may justify reevaluation of properties that were previously determined to be eligible or ineligible" (36 CFR 800.4c), the report must address whether the original register boundaries are appropriate. This report, if appropriate, will explore the possibility that larger areas may now be considered eligible for the registers. For example, a rural property originally evaluated within an architectural context may have significance within an agricultural context as well. In some cases, however, the survey may indicate that the listed property no longer qualifies for the registers or changes to part of the property justify a recommendation for a boundary reduction.

C. A discussion organized by time periods of cultural themes as they are represented by surveyed resources constructed during those time periods.

D. A comparative discussion of the character-defining features of the surveyed resources, also organized by time period and theme.

E. A summation of the cultural significance of surveyed resources, specifically stating whether they qualify for listing in the VLR and the NRHP, based on the interactive consideration of geography, time periods, and themes.

IX. Appendices

The DSS allows users and DHR staff to manipulate data to produce basic inventory lists and other customized tables that assist the surveyor in evaluating large numbers of historic resources. Specialized DSS reports can assist in survey report preparation and are frequently placed as appendices at the end of the survey report. At a minimum, all survey reports must contain the following two appendices:

A. Basic Inventory List in which properties are arranged by DHR identification number. The report will also include the name of the property, address of the property, and the USGS quad map name.

B. Property Name List in which properties are arranged by historic or current name of property in alphabetical order. This report will also contain the DHR identification number, address of the property, and USGS quad map name. If historic or current names of properties are not obtained (such as in an urban historic district survey), an address report is generated.

Other reports generated from DSS records may prove to be useful in a survey report. For example, reports can organize data by date of construction, historic context, architectural style, type of resource, or USGS quad map name. Contact the DSS Manager at 804-367-2323 for more information.

APPENDIX A
SECRETARY OF THE INTERIOR'S STANDARDS AND GUIDELINES

Secretary of the Interior's Standards and Guidelines – http://www.cr.nps.gov/local-law/arch_stnds_0.htm

From Secretary of the Interior's Standards and Guidelines (see website for additional information):

Purpose
The proposed Standards and the philosophy on which they are based result from nearly twenty years of intensive preservation activities at the Federal, State, and local levels.

The purposes of the Standards are:

- To organize the information gathered about preservation activities.
- To describe results to be achieved by Federal agencies, States, and others when planning for the identification, evaluation, registration and treatment of historic properties.
- To integrate the diverse efforts of many entities performing historic preservation into a systematic effort to preserve our nation's culture heritage.

Uses of the Standards
The following groups or individuals are encouraged to use these Standards:

- Federal agency personnel responsible for cultural resource management pursuant to section 110 of the National Historic Preservation Act, as amended, in areas under Federal jurisdiction. A separate series of guidelines advising Federal agencies on their specific historic preservation activities under section 110 is in preparation.
- State Historic Preservation Offices responsible under the National Historic Preservation Act, as amended, by making decisions about the preservation of historic properties in their States in accordance with appropriate regulations and the Historic Preservation Fund Grants Management Manual. The State Historic Preservation Offices serve as the focal point for preservation planning and act as a central state-wide repository of collected information.
- Local governments wishing to establish a comprehensive approach to the identification, evaluation, registration and treatment of historic properties within their jurisdictions.
- Other individuals and organizations needing basic technical standards and guidelines for historic preservation activities.

APPENDIX B
REGIONAL DIFFERENCES: GEOGRAPHY AND CULTURE

Northern Virginia

Northern Virginia is less a geographical region than a cultural one. It is bounded on the east and north by the Potomac River, on the south by Chopawamsic Creek, and on the west by the western boundaries of Fairfax and Prince William counties. Geographically, it is part of the Northern Coastal Plain. Its cultural orientation, however, is across the Potomac River toward Washington, D.C.

Historically, this region was part of the Northern Neck Proprietary, which King Charles II granted to seven of his supporters in 1649, and which Thomas Fairfax, sixth baron Fairfax of Cameron, owned after 1690. The 5.3 million-acre tract included that part of the Upper Tidewater region that lies between the Rappahannock and Potomac rivers. The settlement of the Proprietary generally progressed from the Tidewater to the Blue Ridge boundary of the Piedmont.

The European settlers of the region followed the Tidewater example and established semi-autonomous plantations with a few courthouse villages among them rather than towns. An exception was the port town of Alexandria, which grew up around a tobacco warehouse and was established as a town in 1749. It remained a thriving port into the nineteenth century.

This region, culturally, was an interesting blend of near-Tidewater on the east and near-Valley on the west. It is a transitional zone that has derived its cultural orientation from the Valley, from Maryland, and since the establishment of the nation's capital in 1791, from Washington, D.C. Indeed, the planners of the new capital annexed present-day Alexandria County in 1791; the federal government ceded it back to Virginia in 1846.

During the Civil War, military strategists considered Northern Virginia of primary importance because of its proximity to the capital. Union forces occupied the region to safeguard the capital and Confederates marched against it to threaten the seat of government. The two sides fought several crucial battles there, especially in Prince William County at Manassas. The several railroad lines and turnpikes that led from Washington to the Valley and other parts of Virginia underscored the region's strategic importance.

Despite its location, Northern Virginia remained primarily agricultural until fairly recently. The enormous growth of government in Washington, which spurted during the Great Depression and World War II and has continued ever since, prompted a corresponding development of the region. At first that development was confined to the localities adjacent to the District, and as a result the rural environment of Alexandria, Arlington, Fairfax, and much of Prince William has disappeared.

Today Northern Virginia has a high concentration of Virginia's population due to its proximity to Washington D.C.

Northern Coastal Plain

This region is the greater part of the sandy coastal plain between the Atlantic Ocean and the fall line, an imaginary line running roughly from northeast to southwest and crosses the rivers of eastern Virginia at the points where they cease to be navigable. Also known as the Tidewater, it lies south of the Potomac River, west of the Chesapeake Bay and extends southward to the North Carolina-Virginia line, excluding the area described below as the Southern Coastal Plain. It does not include the Eastern Shore, which is considered for state preservation planning purposes to be a separate region.

The first European settlers in Virginia established their colony at Jamestown and along the region's many navigable rivers. From there the colonists spread westward throughout the seventeenth century. It was in this region that the colonists combined the culture of tobacco with slavery to create the Chesapeake society that dominated Virginia well into the eighteenth century. It was also there that the first institution of higher education in Virginia, the College of William and Mary, was established in 1693.

Geography influenced the development of that society. The colonists took advantage of the many slow-flowing, navigable rivers and streams in the region to establish individual farms and plantations that could be reached by ocean-going vessels. Because each plantation became in effect a nearly self-sufficient village, real villages and towns were virtually nonexistent until the mid-eighteenth century. What few villages there were grew up around courthouses and crossroads stores. Even Williamsburg, the colony's capital after 1699, was a half-deserted town when the House of Burgesses was not in session.

As the eighteenth century wore on, however, several towns developed as centers for trade with Europe and with the Indians. The seaport town of Norfolk, for example, grew in size and influence, as did Petersburg on the Appomattox River, Fredericksburg on the Rappahannock River, and slowly, Richmond on the James River. The rivers served as highways to the frontier for settlement as well for trade, and roads remained notoriously poor and rough. The region's geography and culture made it perhaps the most sophisticated part of the colony in the eighteenth century. Here were born Washington, Madison, and Monroe who lived as youths in the midst of great plantations and such commercial villages as Fredericksburg, Urbanna, Port Royal, and Tappahannock along the rivers. Their early exposure to wealth and commerce may have broadened their world views relative to their counterparts in the more distant reaches of the colony.

During the American Revolution and the Civil War this region of Virginia became a center of military activity. Battles occurred up and down the Peninsula between the York River and the James River, from Hampton to Richmond. The effective end of the Revolutionary

War came at Yorktown in 1781, and the Peninsula Campaign of 1862 brought the armies of the Civil War from Fort Monroe to the eastern defenses of Richmond. During the Revolution the capital of Virginia moved from Williamsburg to Richmond, which also served as the capital of the Confederacy during the Civil War.

The Northern Coastal Plain has remained the most heavily settled part of the state, although since World War II the Northern Virginia region has grown significantly in size and influence. The Newport News-Hampton-Norfolk-Portsmouth area continues to be the primary seaport of Virginia, with much of its economic prosperity dependent upon the presence of the United States Navy and the Newport News Shipbuilding and Dry Dock Company. Even with all the adjacent development, however, the interior of the region remains agriculture-centered, with peanuts and hogs the dominant products.

The general cultural orientation of inhabitants of the Northern Neck and Middle peninsulas of the Northern Coastal Plain has been toward the Chesapeake Bay. They too developed a tobacco-based plantation society along the rivers and streams that feed into the bay. With so many watery highways available, from an early period the settlers of the region traded with Maryland and eastern Pennsylvania. This cultural orientation has contributed to the northern area's relative isolation from the rest of the state, as has its small population, few towns, few heavily traveled roads, and few railroads. Although the northern rivers of the Northern Coastal Plain still flow to the bay, the day of their use as a means of transportation and commerce, which contributed materially to the growth of Fredericksburg and a few other towns along the Rappahannock River, is past. During the Civil War the northern area of the Northern Coastal Plain, except for the Fredericksburg vicinity, remained relatively unscathed by the conflict. After the war the eastern section of the region bordering the bay experienced renewed prosperity as the national demand for seafood increased.

The seafood industry of the Northern Coastal Plain survives to the present day and is centered on crabs, oysters, and scallops. The sea life in the bay is threatened, however, by the pollution resulting from development as well as the chemicals used in farming. The western part of the region, on the other hand, is increasingly pressured by development along the Interstate 95 corridor.

Southern Coastal Plain

The Southern Coastal Plain is defined geographically by its river systems, which drain into the North Carolina sounds rather than into the Chesapeake Bay. It extends south of the Appomattox and Blackwater Rivers along the northern boundaries of Dinwiddie, Sussex, Southampton counties to the Virginia-North Carolina border. Geographically as well as culturally it is similar to the Northern Coastal Plain, except that its society has had a greater degree of social and economic interaction with the inhabitants of North Carolina than did the people of the Northern Coastal Plain.

Eastern Shore

The Eastern Shore is part of the Delmarva Peninsula of the Atlantic Coastal Plain. It is bounded by the Chesapeake Bay to the west and the Atlantic Ocean to the east. The lowland region's deep, sandy soils have favored the cultivation of crops such as corn, tobacco, soybeans and berries. Its natural situation between the bay and the ocean has favored the growth of the seafood industry.

The economic and political evolution of the region has followed closely the pattern of development in the Northern Coastal Plain. However, in cultural terms, the Eastern Shore is associated more closely with Maryland than with the rest of Virginia. The construction of the Chesapeake Bay Bridge-Tunnel in 1964, connecting the mainland and the Eastern Shore, marked the symbolic end of the region's separation from the urbanizing influences of Norfolk.

Northern Piedmont

Piedmont Virginia encompasses the area of rolling hills between the fall line and the Blue Ridge Mountains. The Northern Piedmont generally lies north of the Nottoway and Roanoke (Staunton) Rivers and south of the Potomac River.

European settlement of the Piedmont, especially the Northern Piedmont, began in earnest near the end of the seventeenth century. By the end of the first half of the eighteenth century several new counties had been formed. As in Tidewater Virginia, from which most of the settlers emigrated, tobacco soon dominated the regional plantation society. By and large the new settlers endeavored to replicate the society they had known; their success is evident in the material culture, such as the dwellings, they left behind.

In the early nineteenth century the Piedmont replaced the Tidewater as the state's tobacco belt. Although the country is well watered, few of the rivers are navigable without such improvements as dredging or canal construction. The region became a major focus of the state's internal improvement program, and prospered as canals, turnpikes, and railroads were built.

Several of the small courthouse villages grew into towns during the antebellum period because of transportation improvements, and entire villages sprang into being at rail junctions. The relative decline of the Tidewater region and the rise of the Piedmont region on an economic and agricultural level was mirrored on the intellectual level by the decline of the College of William and Mary and the establishment of the University of Virginia at Charlottesville.

During the Civil War the Northern Piedmont was fought over by both sides as they struggled to control lines of supply and communication. For several winters the armies camped in the area, particularly in Orange and Culpeper counties. They fought several of the major engagements of the war, such as Chancellorsville and Wilderness, in this region.

The region resumed its quiet rural ways after the war. Little growth occurred until the late twentieth century when improved highways and a passenger rail system allowed commuters to work in Northern Virginia or Washington and reside in such towns as Leesburg, Warrenton, and Culpeper. Routes 29 and 7, serve as development corridors that threaten not only the historic resources of the region, but also the historic uses of the land as farmland is transformed into clusters of houses. In the northern reaches of the region, western Loudoun and much of Fauquier counties have remained greenbelts dotted with country estates and horse farms. Now, however, the rural character and historic resources of these counties are threatened by the press of the development that followed in the wake of such transportation routes as Interstates 66 and 95, and will most surely accompany the proposed Washington bypass.

Southern Piedmont

Southern Piedmont is basically the area south of the Nottoway and Roanoke (Staunton) Rivers and north of the Virginia-North Carolina line. It lies between the fall line and the Blue Ridge.

Southern Piedmont remained frontier longer than Northern Piedmont. By the early eighteenth century Europeans were trickling into the area, but the colonial government restricted settlement because the region was close to the Native American villages that received periodic attacks from Indians to the north and south. As the threat of warfare diminished the government allowed access to the region. Settlement occurred in two great waves--in the 1740s and early 1750s, then again in the mid-1760s--separated by the French and Indian War, when the pioneers abandoned much of the area.

Relatively few settlers came from the Tidewater region directly to the east. Most instead emigrated from the Northern Piedmont region. Significant numbers of Germans and Scotch-Irish settled in the western part of the region as those ethnic groups emigrated from Pennsylvania to the Carolinas.

As a result of these early settlement patterns, the region contains an interesting mix of cultural, as well as geographical, diversity. The eastern part of the region resembles Tidewater more closely than it does Piedmont, while the western portion has much in common with the Valley and Southwest Virginia. Both the eastern and central sections are tobacco-growing areas, while the western part possesses more general and dairy farms.

The largest and most important town in the region is Danville, which dates its prosperity to the expansion of the tobacco and textile industries. Today, because of transportation improvements and the rise of Roanoke, the economic role of these industries has diminished.

The region has never relied totally on agriculture and does not do so today. Significant industries have included, at one time or another, iron manufacturing (Franklin County); furniture manufacturing (Henry County); and mineral mining (Pittsylvania County).

In recent years the area has been the subject of two important changes. Industrial development has occurred at an increasing rate around such courthouse towns as Rocky Mount and Martinsville, as well as around such older cities as Danville. Recently the region has experienced significant growth around Smith Mountain Lake (Bedford and Franklin counties) as that area becomes the major recreation and retirement center of the region. As development occurs and the population increases, the region is likely to experience the same pressures for additional services and better transportation routes as other regions, with resulting adverse effects upon historic resources and the rural landscape.

Valley

The Valley of Virginia lies between the Blue Ridge and the Allegheny Mountains. It actually is a series of river valleys separated by ridges of various heights. The watercourses in the Valley flow from south to north; therefore, to travel "up" the Valley is to travel south. The Valley extends from the Potomac River in the north to the Botetourt County-Roanoke County line in the south. The lower, or northern, half of the Valley is called the Shenandoah Valley. The western counties generally known as the Virginia Highlands are also included in this region.

During the Paleozoic Period the Valley region was a seabed. The same tectonic activities that formed the Blue Ridge caused the uplifting, faulting, and folding of the bed into the series of valleys and steep ridges that are present today. The general direction of the Valley is from northeast to southwest; gaps in the Blue Ridge allow access to the Valley from the Piedmont.

The cultural history of the Valley, perhaps more than any other region of Virginia, has been influenced by its geography. Native Americans used it as a major trade route between present-day Georgia and New York. With the Blue Ridge and its gaps serving as a barrier and filter to migration from eastern Virginia, and with the topography of the Valley trending into the heart of Pennsylvania, most of the early European settlers came into the region from the colony to the north. These pioneers tended to be German and Scotch-Irish rather than of English stock because those nationalities emigrated from the Old World to the New about 1700 or later, after the English colonists had occupied much of the best farmland in the Pennsylvania low country. Moving westward, they found that the mountain barriers of Pennsylvania funneled them into the Valley. By the mid-eighteenth century the Valley and its Great Wagon Road formed the primary migration and transportation route between Pennsylvania and the backcountry of the Carolinas.

Many German and Scotch-Irish immigrants settled in the Valley during the century because of the rich farmlands they found there. They used native limestone to construct their houses and farm buildings; the built environment they created is as distinctive a visual component of the Valley as its geography. By the early nineteenth century the Valley had become the principal grain-producing region of Virginia. Such internal improvement projects as the Valley Turnpike, which was constructed along the route of the earlier Wagon Road, provided improved transportation between farm and market town, thereby increasing the prosperity of the region.

The richness of its soil and its geography conspired to make the Valley a place of great strategic importance during the Civil War. After the Confederate army commanded by Major General Thomas J. ("Stonewall") Jackson cleared the Valley of Union forces during his Shenandoah Valley Campaign of 1862, the Confederates had a clear passage to Washington and the North behind the concealing wall of the Blue Ridge. In 1864, however, the Union army under Major General Philip H. Sheridan recaptured the Valley, defeating a greatly outnumbered Confederate army led by Major General Jubal A. Early. Sheridan's scorched earth policy devastated the "Breadbasket of the Confederacy," and gave the Union army access to the rear of Lee's army through the gaps in the Blue Ridge.

The Valley experienced a rapid recovery after the Civil War, due in part to the richness of its soil and in part to the renewed exploitation of its mineral wealth. During the antebellum period the region had a thriving charcoal iron industry, and afterward ironmasters constructed new furnaces. The industry eventually declined because even the new works could not compete with the muscular Northern industry that the war had created.

By the early twentieth century the Valley had settled back into a predominantly rural existence. In recent years, however, the growth of Northern Virginia and the Washington, D.C., area and the construction of Interstates 81 and 66, have spurred development in the lower Valley. The metamorphosis of that part of the region into a bedroom suburb of Northern Virginia and the nation's capital constitutes the single greatest threat to its historic resources.

Southwest Virginia

Southwest Virginia extends from Roanoke County to Cumberland Gap and contains mountains, valleys, ridges, and plateaus. It is bounded on the east by the Blue Ridge Mountains and on the south by the Virginia-North Carolina line. Although there was some European settlement in the area during the colonial period, it was more commonly used as a migratory route: the Wilderness Road led from the upper Valley to Cumberland Gap and Kentucky through the region.

Culturally, Southwest Virginia probably has more in common with eastern Tennessee and Kentucky than it does with either the Tidewater or Piedmont regions of Virginia. This is particularly true of the southwestern part of the region, where the scarcity of farmland and the economic dominance of the timber and coal industries have produced a cultural environment unique in the state. Company towns inhabited by coal miners are sprinkled through a country where tiny farmsteads are tucked away in mountain hollows.

The limited economic resources of the region have contributed to the dramatic alteration of the landscape. Farming on steep slopes, the occasional clear-cutting of timber, and intensive strip mining have resulted in erosion and the clogging of streams. The other industries of the region, such as the textile and garment mills of Galax and Hillsville, have had less serious effects on the environment.

The region is anchored at each end by two large cities: Roanoke on the north and Bristol to the south. Roanoke is the rail center of the area and serves as the gateway to the Valley and the rest of the state. Bristol is the door to eastern Tennessee and western North Carolina.

Except for the economic development of such cities as Bristol, Roanoke, Wytheville, Marion, and some others, there are relatively few development threats to the historic resources of the region. Instead, destruction through neglect because of the poverty and remoteness of the area seems more likely.

APPENDIX C
TIME PERIODS IN VIRGINIA HISTORY AND PREHISTORY

Because the study of Virginia's diverse cultural regions reveals patterns of historical development that are unique to each region, chronological frameworks for historic contexts can vary considerably from region to region and even from county to county. Moreover, periodization of Virginia's educational history varies considerably from that, for example of the industrial, transportation, or religious history of the Commonwealth.

Based on survey and planning work accomplished in Virginia since the State Historic Preservation Office initiated statewide comprehensive preservation planning, the following sequence of time periods have been broadly defined as a basis for understanding prehistoric and historic cultural developments:

Prehistoric Native American Settlement

Archaeologists have divided prehistoric Native American settlement in Virginia into three general periods. They include the Paleo-Indian period from ca. 9,500-10,000 B.C. to 8,000 B.C., the Archaic period from ca. 8,000 B.C. to 1,000 B.C., and the Woodland period from ca. 1,000 B.C. to A.D. 1,600. The Archaic and Woodland eras can be further sub-divided into early, middle, and late periods.

Representing the initial occupation by Native Americans of Virginia, Paleo-Indian life ways were characterized by nomadic bands displaying a heavy emphasis on hunting supplemented by general foraging. Climatic conditions substantially cooler than those associated with subsequent periods greatly influenced Paleo-Indian adaptations. While Paleo-Indians are known to have lived in all regions of Virginia, well preserved archaeological sites dating to this time period are extremely rare. This is a result of both the great age of such sites (being more than ten thousand years old) and very low population density likely characteristic of Virginia during this initial period of settlement. In spite of such rarity, two complexes of Paleo-Indian sites, Flint Run and neighboring sites in Warren County and Williamson and neighboring sites in Dinwiddie County, have proven to be nationally significant for archaeological studies on early man in the New World. Recent archaeological discoveries at the Cactus Hill site in Sussex County indicate that Native Americans may have been in Virginia as early as 15,000 -16,000 years ago. While such early settlement has not yet been identified at other Paleoindian sites, this possibility should be considered for any discussion of the Paleoindian period.

During the seven thousand years encompassing the Archaic Period, Native American populations greatly increased, adapting to the many differing and changing environmental zones found in Virginia. While still dependent on wild plants and animals to meet subsistence needs, there also is evidence of increasing sedentism as estuarine and floodplain locales are more intensively utilized. Archaeological sites are substantially more common than for the earlier Paleo-Indian period, representing a complex mosaic of settlement types across Virginia over this long period of time. While such changes are not unique to Virginia, the effects of environmental diversity on hunting and gathering adaptations as well as the causes of the rise of sedentism are, nevertheless, areas of national significance in archaeological research.

Early Archaic Period (8,000 B.C. - 6500 B.C.)

Middle Archaic Period (6,500 B.C. - 3,000 B.C.)

Late Archaic Period (3,000 B.C. - 1,000 B.C.)

During the Woodland Period, substantial changes occur in the life ways of Native Americans in Virginia. Populations continue to rise, being associated with increased sedentism. By ca. A.D. 1,000, agriculture is supplementing subsistence needs formerly met solely by wild plants and animals. Settlements become larger with semi-sedentary villages encompassing as many as a hundred or more people now appearing throughout Virginia. As populations increase, new means of organizing societies are required. Thus, tribes appeared in portions of Virginia replacing bands. While similar to bands found in earlier periods in that leadership was typically based on ability, tribes, nevertheless, involved a larger number of kinship groups with new means developed to better unite these groups. This was followed in restricted areas by chiefdoms where economic, socio-political, and religious offices were coordinated through a central authority based on formal rules of inheritance. Such a centralization of inherited authority appears to be closely related to continued population increases. Most noted is the Powhatan chiefdom, which by the beginning of the seventeenth century A.D. had a population of probably over 13,000 persons and encompassed most of the Coastal Plain. Other chiefdoms likely occurred in southwest Virginia and possibly other areas of the Commonwealth. Archaeological research on chiefdoms has proven to be of national significance for studies on cultural evolution.

Early Woodland (1,000 B.C. - 300 A.D.)

Middle Woodland (A.D. 300-1000)

Late Woodland (A.D. 1,000 - A.D. 1600)

Settlement to Society (1607-1750)

A. Contact Period

By the early seventeenth century A.D., following the establishment at Jamestown of the first permanent English settlement in America, the character of the Virginia landscape began to change dramatically as the result of European habitation. Over the next four centuries, this change is associated with events often of national significance across Virginia, clearly manifested in surviving archaeological, historical, and architectural resources in the Commonwealth.

Virginia's role as England's first permanent settlement in the New World is well known. Enduring hardships and hostile elements beyond the imagination of modern Virginians, a small group of settlers laid the foundations of a new civilization in Virginia's Tidewater. Closely intertwined with the growth and expansion of the English in Virginia were interactions with indigenous Native Americans, contacts that were to eventually destroy traditional life ways that had slowly evolved over some ten thousand years of Native American settlement here; the rest are now a scattering of archaeological sites as is the case for contemporaneous Native American communities so adversely affected by contact with English society.

During the contact period a small band of European adventurers laid the foundations of a new civilization in Virginia's Tidewater. As in any frontier society, most settlers lived simply, and little visible evidence of their first century of occupation remains. Their original rough wooden houses, often constructed on posts driven directly into the ground, have not survived. Only a few exceptionally well-built structures such as Bacon's Castle in Surry County and St. Luke's Church in Isle of Wight County stand today.

B. Rise of the plantation system and the peculiar institution of slavery

Both the plantation system and the institution of slavery that sustained it evolved from rudimentary beginnings in the early seventeenth century. The first blacks who appeared in Virginia in 1619 most likely were not slaves but indentured servants. The concept of slavery took hold gradually in English America during the course of the century. The culture of tobacco required great amounts of labor, which at first was available as economic conditions in England prompted emigration to the New World. As the century wore on, however, conditions in the mother country improved somewhat and this factor, coupled with the availability of cheap land in Virginia, meant that Englishmen were less available or inclined to work for another. As the flow of indentured servants slowed, the number of blacks stolen or purchased from their captors in Africa increased. Indians were also used as slaves early on, but this practice proved unsuccessful. Cultural differences and racism combined to encourage the replacement of temporary servitude with permanent slavery. By the end of the century the institution was well established.

Although the cultivation of tobacco was a complex process, using it to achieve economic success relied on a simple formula: a large tract of land planted in tobacco and cultivated with a large labor force resulted in more money for the planter than a small amount of land and a small labor force. The byproduct of this formula was the plantation system, which evolved in Tidewater Virginia in the seventeenth and eighteenth centuries. Large plantations, each with its own dock for ocean-going vessels, sprawled along the shores of the many navigable rivers and streams that fed into Chesapeake Bay. A few towns were necessary to serve courthouse complexes and tobacco warehouses, but by and large each plantation was a nearly autonomous entity.

The resulting economic ascendancy of Virginia in the early and mid-eighteenth century is illustrated most conspicuously by its great colonial plantations and by the larger number of more modest houses as well as surviving examples of colonial churches and courthouses. Most people, of course, lived far more plainly and in more perishable dwellings. The surviving large mansions and their associated dependencies, outbuildings, and gardens, situated along the great tidal rivers, represent some of the nation's finest achievements in colonial design and craftsmanship. Being in the forefront of the development of the American southern plantation system, Virginia's surviving resources of this period possess outstanding archaeological, historical, and architectural value.

Simultaneous with the evolution of the plantation system and slavery during the seventeenth century, the colonists developed other institutions that supported the society they had created. These included the ecclesiastical structure of the established church and a system of self-government that included the House of Burgesses and local courts that exercised executive as well as judicial powers.

C. Pioneer Era of Western Virginia

Beginning in the seventeenth century and continuing through the eighteenth century, Virginia played a leading role in early English efforts to extend the frontier westward into the interior of North America. In Virginia, this process involved the emigration of settlers from the Tidewater into the Piedmont and Valley regions. Though smaller in scale than Virginia's large coastal plantations, the frontier farms and their associated historic resources document a significant and crucial phase of our history.

Just as the first settlers at Jamestown brought with them the culture and institutions of England, the pioneers of the Piedmont expansion sought to transplant the basic units of government, society, and economy that had evolved in Tidewater. Those institutions included representative government in the House of Burgesses, a county court system that possessed executive as well as judicial powers, an established religion with an ecclesiastical structure epitomized by churches and glebe houses, stores, and workshops, and small villages centered on tobacco warehouses and tradesmen.

As the English settlers and their institutions moved progressively westward from the Tidewater through the Piedmont and into the Valley, they encountered substantial numbers of German and Scotch-Irish pioneers. These settlers had moved into the Valley and backcountry of the Piedmont mostly from Pennsylvania, and had brought with them non-English services of worship and non-Tidewater forms of domestic and farm architecture.

Most of Virginia's German settlers established farms and villages in the Shenandoah Valley by the mid-eighteenth century. Unlike the English and Scotch-Irish settlers, who preferred brick and wood frame for their buildings, the Germans made extensive use of stone and log construction and continued to use room arrangements employed by their Continental forebears. Evidence of German influence survives especially in the central Shenandoah Valley in Augusta, Page, Rockingham, and Shenandoah counties, and in Wythe County in Southwest Virginia.

<u>Colony to Nation (1750-1789)</u>

This period saw the emergence of Virginia's planter-statesmen as founders of the Commonwealth and of the United States.

The diversity of cultures in the Virginia colony, as well as the colonists' experience with self-government, eventually resulted in a parting of the ways with the mother country. This Revolution, as John Adams later wrote, occurred in the hearts and minds of the people long before the first shot was fired.

Virginians played essential roles in both the political and military phases of the war, including the struggle for nationhood that followed the conflict. Many of the nation's founding fathers called Virginia home: George Washington, Thomas Jefferson, Patrick Henry, the Lees, James Madison, George Mason, Carter Braxton, George Wythe, and Benjamin Harrison. Fortunately, the homes of nearly all the leading Revolutionary figures remain standing. Many of these houses are impressive works of architecture in their own right, and they only gain significance as the personal habitations of the men who forged a new nation. Perhaps the most momentous of Virginia's Revolutionary-era places is the Yorktown Battlefield, where American victory over British rule was achieved. Offshore from the battlefield lies the scuttled fleet of British ships, a unique concentration of maritime archaeological sites.

<u>Early National Period (1789-1830)</u>

The end of the eighteenth century saw Virginia changing from a society almost exclusively agrarian, containing counties with only the smallest villages or none, to one gradually beginning to accommodate urban centers. Once direct British restraints on trade were removed (a process that was not completed until the War of 1812), such river ports as those located along the fall line (Alexandria, Fredericksburg, and Petersburg, for example) became thriving commercial centers with impressive concentrations of domestic and commercial structures. The period also saw the development of numerous towns and villages in the Piedmont and in western Virginia, particularly along the migration route extending south and west through the Valley of Virginia. The Piedmont centers of Charlottesville, Warrenton, and Leesburg, and such principal western communities as Winchester, Staunton, Lexington, and Abingdon, all began as county seats that prospered in this period. This period also saw the emergence of the large, Classical Revival-style county courthouse as the central architectural feature of the rural county seats of the

Piedmont region.

For most of Virginia's rural areas, the period that succeeded the Revolution has been called the "Great Rebuilding." The once commonplace one- or two-room colonial dwellings of the small farmers were either replaced or expanded as living standards improved. The I-house became a prevailing domestic type in Piedmont and the Valley beginning in this period. At the same time, the post-Revolutionary migration of members of wealthy Tidewater families to lands they owned farther west resulted in the transplantation of the Tidewater-style plantation house to parts of the north and west.

The disestablishment of the Anglican church coincided with the rise of other religious denominations and the construction of new churches in cities, towns, and the countryside.

Thomas Jefferson, with the designing and building of the Virginia State Capitol, Monticello, and the University of Virginia, synthesized a diversity of influence to create a building style suitable for a young, essentially agrarian republic. His architectural legacy is of national significance and he is often noted as one of the founders of American architecture.

Virginia's population began to decline at the end of the period relative to the population of the nation as a whole.

<u>Antebellum Period (1830-1860)</u>

During this period the state's internal improvement system, which first received public funding in 1816, hit full stride. The Virginia Board of Public Works cooperated with private joint stock companies to construct a transportation network of canals, turnpikes, railroads, and navigable rivers to provide farmers and merchants access to markets. Despite such setbacks as the Panic of 1837, the construction campaign succeeded in opening the West and Southwest to settlement and in creating a new prosperity for the towns and counties through which the improvements passed. During the period for the first time roads and railroads began to challenge the dominance of waterways as the principal means of transportation.

Several of Virginia's towns emerged as urban and commercial centers. They include Richmond, Norfolk, Alexandria, and Petersburg, among others. Manufacturing activities, which during the colonial period had been diffused in pockets throughout the countryside, became concentrated in towns and cities. Richmond, for example, became a center of ironmaking and milling.

Slavery as an institution reached its peak during this period. It was, in fact, the growing controversy over slavery that dominated the minds and emotions of Virginians and characterized the era, which essentially began in 1831 with Nat Turner's Rebellion in Southampton County. The bloody enterprise, which realized the slave owners' worst fears, resulted in the passage of harsh laws by the General Assembly regarding slaves and free blacks, in the suppression of public debate over the abolition of slavery, and in a general hardening of Southern public opinion in favor of retaining the institution. Although the Civil War that concluded the period was not fought--at least initially--to abolish slavery, the emotions aroused by the slavery question contributed to the belligerent attitudes of the people in both the North and the South.

Civil War (1861-1865)

Much of the Civil War was fought on Virginia soil and throughout the Commonwealth are battlefields, fortifications, earthworks, military headquarters, shipwreck sites and other places that figure in the events of that bloody war. Richmond, as the former capital of the Confederate States, contains the official residence of President Jefferson Davis as well as a variety of other surviving buildings and sites identified with the government. Virginia's main Civil War battlefields--Manassas, Spotsylvania Court House, the Wilderness, Petersburg, Richmond, and Appomattox--along with associated buildings, structures, and archaeological sites are preserved by the National Park Service as outstanding, if poignant, historic resources. While many examples remain preserved through private and local governmental efforts, many others have no protection at all and are being lost almost daily. These resources clearly document the unparalleled fascination with which Virginians, and indeed most Americans, view this event.

Reconstruction and Growth (1865-1917)

With the defeat of the South and its associated economic deprivation, major changes occurred in Virginia, the effects of which greatly influenced Virginia well into the twentieth century. During this period the foundations were laid for modern America as an industrialized, urban nation.

The expansion of Virginia's cities as commercial and industrial centers continued after the war as the state struggled to emerge from the ruins of the Confederacy. The late nineteenth century in particular became a time of enormous growth as Virginians found new wealth in the mining of coal and mineral resources, the exploitation of forest products, the manufacturing of tobacco, and the expansion of railroad and shipping lines.

Most of this prosperity accrued to white Virginians, not blacks. Although freedmen benefited from military Reconstruction, during which schools, suffrage, and land ownership became available to them at last, their new-found freedom was quickly circumscribed by a new phenomenon--racial segregation. The white-dominated political and economic power structure ensured that black laborers were paid less than whites, that black schools received less funding than white, that black access to public facilities remained inferior to that of whites, and that blacks (with the adoption of the 1902 Constitution) lost the franchise.

Blacks responded to segregation by creating their own institutions. During this period blacks established independent black churches, corporations, and educational institutions, as well as fraternal and social self-help organizations. Despite their best efforts, however, the lack of equal access to public facilities and programs resulted in a lower degree of economic and political success for blacks.

World War I to World War II (1917-1945)

During this period the city triumphed over the countryside in the struggle for population growth, as America became a truly urban nation and the number of operating farms began to decline. This change is explained partly by the continuing movement of manufacturing facilities and service industries into and around the cities, and partly by the increased efficiency in food production resulting from better farm machinery and fertilizers.

Blacks followed the jobs to cities. Often concentrated by unfair housing practices in particular sections of the cities, blacks found strength in numbers and began at mid-century to defeat the system of racial segregation that had hampered them since the Civil War.

As the country urbanized and its population experienced dramatic growth, two events occurred that transformed the roles and power of the national and state governments: the Great Depression and World War II. The existing political and economic structure was inadequate to deal with the economic consequences of the Great Depression, so the size and scope of government programs expanded to treat them. Likewise, the logistical and organizational problems presented by the war resulted in an increase in the number and size of government agencies to overcome them. State government grew similarly.

These changes had several effects upon the landscape of Virginia and upon its historic resources. During the Depression, the federal government sponsored public works programs that improved highways and constructed parks in the state. These programs also served to halt the decline of the state's population. Synthetic textile industries were planted in many areas of the state. The war brought thousands of servicemen and servicewomen to the Virginia suburbs of Washington, D.C. and to the Norfolk area, many of whom remained in Virginia after the war.

Traditionally a largely rural state with a generally poor network of roads, Virginia joined the national movement in standardizing auto-related transportation networks. Streetcars contributed to the growth of suburbs and better roads, faster travel increased Virginia's role as a national tourism center.

The New Dominion (1945-1989)

Since World War II, the growth of government and related industries in Washington and Richmond has affected the adjacent counties as farmlands have been developed into housing and service facilities. A related phenomenon--the transportation route as development corridor--has occurred in the last few years of the century. Although in previous periods some towns and villages were created or grew along the routes of internal improvements, such development remained fairly localized. Today, however, not only do large communities spring into being near such highways as Interstate 95, but a correspondingly elaborate system of support facilities are established with them: schools, shopping centers, office parks, airports, and additional roads. These transportation and support facilities presently exert the most significant pressures on historic resources and the natural environment of Virginia.

These changes have been more a consequence than a cause of Virginia's exploding population growth since 1945. By 1955, Virginia had more urban than rural dwellers, since which time the state has ranked fourteenth in population among the states. By 1990, most Virginians, like most Americans, lived in suburbs on the edges of the state's historic urban centers and rural hinterlands.

The major themes of the Commonwealth's recent history--the end of segregation and the victory of the civil rights revolution, the end of the Byrd machine and the rise of a state two-party political system, the increasing complexity of federal-state-local government relations in health, education, housing, community development, and welfare, and the challenge of promoting both economic development and environmental protection--all indicate that Virginia has entered a pivotal period of change and transformation from which there is no turning back.

APPENDIX D
THEMATIC CONTEXTS AND ASSOCIATED PROPERTY TYPES

Domestic Theme: This theme relates broadly to the human need for shelter, a home place, and community dwellings. Domestic property types include single dwellings such as a rowhouse, mansion, residence, rockshelter, farmstead, or cave; multiple dwellings, such as a duplex, apartment building, rockshelter, or cave; secondary domestic structures such as a dairy, smokehouse, storage pit, storage shed, kitchen, garage, or other dependency; hotels such as an inn, hotel, motel, or way station; institutional housing such as a military quarter, staff housing, poor house, or orphanage; camps such as a hunting campsite, fishing camp, forestry camp, seasonal residence, or temporary habitation site; and village sites.

Subsistence/Agriculture Theme: This theme most broadly seeks explanations of the different strategies that cultures develop to procure, process, and store food. Beyond the basic studies of site function based on the analysis of a site location, the tool types from the site, and the food remains recovered, this theme also explores the reconstruction of past habitats from the perspective of their potential for human exploitation, energy flow studies on the procurement and processing of food, and the evolution of particular subsistence strategies over time within and between neighboring regions. Agriculture specifically refers to the process and technology of cultivating soil, producing crops, and raising livestock and plants. Property types for the subsistence/agriculture theme include resources related to food production such as prehistoric villages, small family farmsteads, large plantations with representative or important collections of farm and outbuildings, and other agricultural complexes such as agri-businesses; sites or properties associated with processing such as a meat or fruit packing plant, cannery, smokehouse, brewery, winery, or food processing site; storage facilities such as a granary, silo, wine cellar, storage site, or tobacco warehouse; agricultural fields such as a pasture, vineyard, orchard, wheat field, complex of crop marks or stone alignments, terrace, or hedgerow; animal facilities such as a hunting and kill site, stockyard, barn, chicken coop, hunting corral, hunting run, or apiary; fishing facilities or sites such as a fish hatchery or fishing ground; horticultural facilities such as a greenhouse, plant observatory, or garden; agricultural outbuildings such as a barn, chicken house, corncrib, smokehouse, or tool shed; and irrigation facilities such as an irrigation system, canal, stone alignment, headgate, or check dam.

Government/Law/Political Theme: This theme focuses on activities related to politics and government and to the enactment and administration of laws by which a nation, state, or other political jurisdiction is governed. It embraces governmental systems, political activities, legal systems, important political/governmental events in history, and political leaders. This theme also explores the inter-relationships of contemporaneous cultures and group interactions within cultures from their political aspect. Anthropological research questions, most often focused on Native American life, treat the nature of the different levels of socio-political organization, kinship systems that contribute to social integration, and mechanisms of cultural interactions between societies. Property types representing this theme include public administrative and service buildings such as the Capitol and the Executive Mansion as well as a town/city hall, federal, state, or county courthouse, prison, jail, fire/police department or station, post office, or custom house; public works projects and other types of government buildings; and sites of important governmental events or places associated with governmental leaders. Examples of prehistoric sites frequently related to this theme include both camps and villages.

Health Care/Medicine Theme: This theme refers to the care of the sick, elderly, and the disabled, and the promotion of health and hygiene. Property types associated with this theme include hospitals such as a veterans medical center, mental hospital, asylum, private or public hospital, or medical research facility; clinics such as a dispensary or doctor's office; sanitariums such as a nursing home, rest home, or other sanitarium; medical businesses/offices such as a pharmacy, medical supply store, or doctor or dentist office; and resorts such as a bath, spa, or other resort facility.

Education Theme: This theme relates to the process of conveying or acquiring knowledge or skills through systematic instruction, training, or study, whether through public or private efforts. Property types include schools such as a field school, academy, one-room, two-room, or consolidated school, secondary school, grammar school, or trade or technical school; colleges such as a university, college, community college, or junior college; libraries; research facilities such as a laboratory, observatory, or planetarium; and other education-related resources such as a college dormitory or housing at a boarding school.

Military/Defense Theme: This theme relates to the system of defending the territory and sovereignty of a people and encompasses all military activities, battles, strategic locations, and events important in military history. It includes property types related to arms production and storage such as a magazine, gun manufactory, or armory; fortifications such as a fortified military or naval post, palisaded village, fortified knoll or mountain top, battery, or bunker; military facilities such as a military post, supply depot, garrison fort, barrack, or military camp; battle sites such as a battlefield; coast guard facilities such as a lighthouse, coast guard station, pier, dock, or life-saving station; naval facilities such as a submarine, air craft carrier, battleship, or naval base; and air facilities such as an aircraft, air base, or missile launching site.

Religion Theme: This theme concerns the organized system of beliefs, practices, and traditions regarding the world view of various cultures and the material manifestation of spiritual beliefs. For studies of Native American life, research questions also focus on the identification and evaluation of forms of religious leadership and how they vary over time and between societies. This theme also encompasses the study and understanding of places of worship, religious training and education, and administration of religious facilities. Property types include various places of worship such as a church, temple, synagogue, cathedral, meetinghouse, temple, mound, or sweathouse; ceremonial sites such as a petroglyph or pictograph site, cave, shrine, or pilgrimage route; church schools such as a religious academy, school, or seminary; and church-related residences such as a parsonage, monastery, hermitage, nunnery, convent, or rectory.

<u>Social Theme:</u> This theme relates to social activities and institutions, the activities of charitable, fraternal, or other community organizations and places associated with broad social movements. Property types include meeting halls such as a grange, union, masonic, or temperance hall, and the halls of other fraternal, patriotic, or political organizations; community centers; clubhouses such as the facilities of a literary, social, or garden club; and civic facilities such as a civic or community center.

<u>Recreation/Arts Theme:</u> This theme relates to the arts and cultural activities and institutions associated with leisure time and recreation. It encompasses the activities related to the popular and the academic arts including fine arts and the performing arts (painting, sculpture, dance, drama, music), literature, recreational gatherings, entertainment and leisure activity, and broad cultural movements. Property types include theaters such as a cinema, movie palace, theater, playhouse; auditoriums such as a hall, lyceum, or other auditorium; museums such as an art museum, art gallery, or exhibition hall; music facilities such as a concert hall, opera house, bandstand, or dancehall; sports facilities such as a gymnasium, swimming pool, tennis court, playing field, or stadium; outdoor recreation facilities such as a park, campground, picnic area, biking trail, fair, amusement park, or county or state fairground; monuments/markers such as a commemorative marker or monument; various works of art such as a sculpture, carving, statue, mural, or rock art; and places associated with writers, artists, and performers. Landscaped gardens, parks, and cemeteries are listed under the Architecture/Landscape Architecture/Community Planning Theme.

<u>Transportation/Communication Theme:</u> This theme relates to the process and technology of conveying passengers, materials, and information. Studies focus on transportation and communication networks involving roads, water, canals, railroads, and air as well as on the various structures, vehicles, equipment, and technology associated with each mode. Property types may be generally classified as either rail-related, air-related, water-related, road-related, or pedestrian-related. Examples include railroads, stations, depots, engine houses, and trains; airports, airplanes, landing fields, and space vehicles; and research facilities associated with transportation systems; boats and other watercraft, piers, and wharves, ferries, lighthouses; canals and associated structures, locks, boats; roads and turnpikes, tollhouses, automobiles and other vehicles, and streetcars; and boardwalks, walkways, and trails.

<u>Commerce/Trade Theme:</u> This theme relates to the process of trading goods, services, and commodities. Property types include businesses, professional, organizational, and financial institutions, and specialty stores; and department stores, restaurants, warehouses, and trade sites. Specific properties related to the theme include office buildings, trading posts, stores, warehouses, market buildings, arcades, shopping centers, offices, office blocks, and banks.

Industry/Processing/Extraction Theme: This theme explores the technology and process of managing materials, labor, and equipment to produce goods and services. Included in this theme are activities related to the extraction, production, and processing of materials such as quarrying, mining, manufacturing, lumbering, technology, electronics, pottery, textiles, food processing, distilling, fuel, building materials, tools, transportation, seafood, and many other industries. Property types include quarries, mills (grist, carding, textile, woodworking), factories, distilleries, shipyards, mines, forges and furnaces, kilns, laboratories, power plants, dams, tanneries, village shops, and other small crafts and industrial sites.

Landscape Theme: This theme explores the historic, cultural, scenic, visual, and design qualities of cultural landscapes, emphasizing the reciprocal relationships affecting the natural and the human-built environment. Investigations include studies into spatial organization patterns, land use, response to natural features, circulation networks, boundaries, vegetation, cluster arrangement of buildings, fences, and paths, structures, and small-scale landscape elements. Associated property types include not only deliberately designed or maintained landscapes such as parking lots, parks, plazas, gardens, street furniture, and objects, conservation areas, and rural historic districts but also unoccupied land, underwater sites, and natural features such as a mountain, valley, promontory, tree, river, island, pond, or lake.

Funerary Theme: This theme concerns the investigation of grave sites for demographic data to study population composition, health, and mortality within prehistoric and historic societies. Property types include cemeteries such as a burying ground, burial site, or ossuary; graves and burials such as a burial cache, burial mound, or grave; and mortuaries such as a mortuary site, funeral home, cremation area, or crematorium.

Ethnicity/Immigration Theme: This theme explores the material manifestations of ethnic diversity and the movement and interaction of people of different ethnic heritages through time and space in Virginia. While all property types may be associated with this theme, properties that exemplify the ethos of immigrant or ethnic groups, the distinctive cultural traditions of peoples that have been transplanted to Virginia, or the dominant aspirations of an ethnic group are of particular interest. Also related to this theme are properties associated with persons of distinctive ethnic heritage who made a significant contribution to our history and culture in any field of human endeavor.

Settlement Patterns Theme: Studies related to this theme involve the analysis of different strategies available for the utilization of an area in response to subsistence, demographic, socio-political, and religious aspects of a cultural system. Evaluations can take place on two different levels: (1) utilization of space within a settlement and (2) local/regional distribution of settlements as a result of environmental adaptations. This theme is also concerned with the investigation of unknown or little known regions as well as the establishment and earliest development of new settlements or communities. While these studies primarily explore the subsistence-induced aspects of settlement patterns, studies of house types, village and town plans, and regional distributions are also combined with an analysis of the social, political, and economic aspects of settlement. Property types reflect the entire range of buildings, structures, districts, objects, sites, and landscapes.

Architecture/Landscape Architecture/Community Planning Theme: This theme explores the design values and practical arts of planning, designing, arranging, constructing, and developing buildings, structures, landscapes, towns, and cities for human use and enjoyment. Property types include impermanent structures, rural vernacular buildings and structures, urban vernacular buildings and structures, great architectural landmarks, buildings exemplary of national styles, parks, gardens, and landscaped cemeteries, town and village plans, urban design and planned communities, and company towns.

Technology/Engineering Theme: While the technological aspects of a culture form the primary basis of interpretation of all themes, this theme relates primarily to the utilization of and evolutionary changes in material culture as a society adapts to its physical, biological, and cultural environments. Research questions here range from artifact studies on the identification of changing tool types, their various functions, and how they were manufactured to more general issues related to the organization of labor and presence/absence of craft or occupational specialization. All site types may contribute to the understanding of this theme. This theme also involves the practical application of scientific principles to design, construct, and operate equipment, machinery, and structures to serve human needs. Property types include wood, metal, and concrete bridges, highways, dams, canal, railroad, air-transport, and other transportation-related works, and various industrial structures, engines, and machinery.

Other Themes: Any theme not covered by the above categories. The state preservation planning process is designed to accommodate various levels of inquiry and alternate ways of understanding our diverse cultural heritage. Studies underway related to Virginia's maritime heritage, Appalachian heritage, African-American heritage, the importance of women in history, studies of regions and themes that cross state boundaries, as well as more detailed analysis of historic contexts identified through state and national register documentation are all likely to necessitate the addition or redefinition of these themes and related property types over time.

APPENDIX E
HOW TO RESEARCH YOUR HISTORIC VIRGINIA PROPERTY

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INTRODUCTION

Owners of old Virginia houses and other buildings, and historians of churches and schools, often want to learn more about the history of the property but are not sure how to go about it. Some are content to satisfy their curiosity, while others hope to get the property listed in the Virginia Landmarks Register (VLR) and the National Register of Historic Places (NRHP). The National Park Service publication titled *National Register Bulletin 39: Researching a Historic Property* is an excellent general guide to some basic sources and techniques of research. The purpose of *How to Research Your Historic Virginia Property* is to introduce you to some of the useful sources available for learning about the history of a Virginia property, whether or not you intend to nominate it for the registers.

Since its inception in 1966, the Virginia Department of Historic Resources (DHR) has been compiling information about the old and historic buildings of Virginia. If you own a building that was constructed fifty or more years ago, DHR may have records concerning it. For more information, contact the Virginia Department of Historic Resources at 804-367-2323.

If you would like to learn more about the register programs, please ask for DHR's free booklet, *Virginia's Historical Registers: A Guide for Property Owners*. This publication explains how the programs got started, the criteria for eligibility, and the procedures for listing qualifying properties.

THINKING ABOUT THE PAST

The questions one can ask about the history of a building seem endless. This publication will help you find the answers by directing you to the most likely sources. It may be helpful to organize your thoughts about the past before looking for the answers. Here are some typical questions asked about these buildings, their owners, and their histories.

About the building: When was it constructed and for whom? Was it built in stages, or all at the same time? What was on the site before it was built? What is its architectural style, and what period of construction might the style suggest? Who was the architect or contractor? What changes have occurred to the building since it was first constructed? What other buildings have stood there?

About its owners: Who has owned it since it was built? What was interesting or significant about his or her life and career? If the building was owned by a congregation or organization, who were the members?

About its history: What happened here? What led up to each event? What were its consequences? How does the history of this property relate to larger events or historical trends?

You may not be able to answer all these questions, but books and records exist to help you answer many of them. This guidebook will describe the general sources that provide the answers. Along the way, you will encounter historians, archivists, and librarians who will help you. If your search becomes more specialized—if you want to learn about a particular Civil War battle that happened nearby, for instance—they can guide you to the specific sources that have the answers.

As you begin your research, think broadly, not narrowly. Your property has been part of a neighborhood or community for a long time. Some things about its surroundings have changed (neighbors, nearby buildings) while others have remained constant (rivers and creeks, land forms, area landmarks). You will learn much more about your building and its many owners and occupants if you keep the bigger picture in mind and gather information about the surrounding area as well.

Generate a list of names and subjects as you proceed to use for key word searches on computer databases, the Internet, and in book indexes. Add to and subtract from this list as you continue with your research areas,

HELP AT THE LIBRARY

Before plunging into archival records and manuscripts, look first at books. Many historical societies have published books on old buildings in particular counties and cities. Local histories may mention the owners of your property or historical events that took place there. Books on architectural styles can help you estimate your building's date of construction and many books have been published on historic decoration and furnishings. DHR has many such books in its reference library, and they may be studied there during business hours (8:30 AM - 4:45 PM, Tuesday-Friday). The Library of Virginia (800 East Broad Street, Richmond, VA; check for days and times when open) and local libraries may have copies available for loan

ANSWERING THE QUESTIONS

This section repeats the basic research questions asked earlier. Each question is followed by a list of sources in which you might find the answers. The sources most likely to provide the answers are listed first. In the next section, entitled "The Sources," each type of record is listed in alphabetical order and discussed in detail. Remember that you usually do not need to look at every source in order to find the answer to a question. You may come up with additional questions in the course of your research, however, that will prompt you to consult some of the other sources on the list. One of the first things you should do is place your property in the context of its surroundings. Look at a detailed map of your area. Is there a watercourse or named natural feature, such as a hill, near your property? Is there a well-known landmark, such as an old church or plantation, nearby? Is your property located on an old road or street? The more you know about your neighboring landmarks—both natural and manmade—the easier it will be for you to keep track of your property through time.

Also, inquire early at DHR to learn whether a survey file exists for your building. The file may not answer every question, but it can help you get started down the right research track.

When trying to establish a building's date of construction or original owner, work from the known to the unknown, from the present to the past. Use local histories and the land tax books to trace the property back to the first owner. Use the deeds and other records noted below to verify and supplement what the land tax books tell you. Sometimes, even after copious research, the date of construction cannot be determined from documents. This is especially true of colonial building and in localities where the records are incomplete. In such instances you may need to consult an architectural historian, who may supply an approximate date based on a knowledge of construction techniques, nails, saw marks, and so forth.

THE BUILDING:

When was it built, and for whom?

- Architectural Survey Files
- Land Tax Books
- Tax Assessor's Office (for urban properties)
- Building Permits and Blueprints (for urban properties)
- Mutual Assurance Society of Virginia
- Personal Papers
- Student Papers
- Family Histories
- Business Records
- Church Records
- Maps; Plats; Atlases; Aerial Photographs
- City Directories
- Deeds
- Wills, Inventories, and Estate Divisions
- Patents and Grants
- Newspapers
- Works Progress Administration Virginia Historical Inventory Project
- CRM Reports

What was on the site before the building was constructed?

- Architectural Survey Files

- Local and State Histories
- Land Tax Books
- Mutual Assurance Society of Virginia
- Personal Papers
- Business Records
- Maps; Plats; Atlases; Aerial Photographs
- City Directories
- Historical Photographs and Illustrations
- Census Records
- Newspapers
- CRM Reports

What is the architectural style of the building; what period of construction does it suggest?
- Architectural Survey Files
- Architectural Style Books
- Student Papers
- Theme Files
- CRM Reports

Who was the architect or contractor?
- Architectural Survey Files
- Biographical Dictionaries
- Business Records
- *The Manufacturers Record*

What changes have occurred to the building since it was first constructed, and what other buildings have stood there?
- Architectural Survey Files
- Land Taxes
- Mutual Assurance Society of Virginia
- Historical Photographs and Illustrations
- Personal Papers
- Student Papers
- Business Records
- Maps; Plats; Atlases; Aerial Photographs
- City Directories
- Deeds
- Newspapers
- Wills, Inventories, and Estate Divisions
- Personal Property Tax Books

- CRM Reports

THE OWNERS:

Who has owned or occupied the building since it was constructed?

- Architectural Survey Files
- Land Taxes
- Deeds
- Wills, Inventories, and Estate Divisions
- Mutual Assurance Society of Virginia
- Maps; Plates; Atlases
- Census Records
- City Directories
- Family Histories
- Biographical Dictionaries
- Business Records
- Church Records
- Personal Papers
- Vital Statistics Records
- Personal Property Tax Books

What is interesting or significant about the owner's life and career?

- Architectural Survey Files
- Biographical Dictionaries
- Student Papers
- Professional Directories
- Local and State Histories
- Family Histories
- S. Bassett French Collection
- Theme Files
- Newspapers

THE HISTORY:

What happened here?

- Architectural Survey Files
- Local and State Histories
- Newspapers
- Personal Papers
- Student Papers
- CRM Reports

THE SOURCES

The records listed under each question in the foregoing section are arranged here in alphabetical order and discussed in some detail. Some records may be available in more than one location or repository; in such cases suggestions are made as to the best place to look.

The name of the repository (each located in the city of Richmond) is abbreviated: DHR (Department of Historic Resources); LVA (Library of Virginia; formerly the Virginia State Library and Archives); VHS (Virginia Historical Society); VM (Valentine Museum: Richmond History Center). The next section, titled "The Repositories," presents information about each repository (address, telephone number, hours of operation, and so forth).

AERIAL PHOTOGRAPHS

Locations: DHR, VDOT offices, USDA web site.

> Aerial photographs can provide documented history information as to the progression of a site on which a resource is located. They can show how the area developed over the years in photography. DHR has a small collection of aerial photographs, but also has the ability to use the GIS system to look at current aerial photography in house. The Virginia Department of Transportation has a collection of aerial photographs they have taken over the years at their downtown Richmond location. Also current aerial photographs may be ordered at www.apfo.usda.gov/. The Farm Service Agency is another source of aerial photographs. Each county should have its own office. County office divisions such as environmental planning or county mapping may also be good locations to check for aerial photographs.

ARCHITECTURAL STYLE BOOKS

Locations: DHR; LVA; VHS; other libraries; bookstores.

> Several guides to American architectural styles have been published. Some are designed for the mass market, while others are aimed at scholars and architectural historians, who often debate stylistic classifications and technical terminology. A good compromise for the homeowner/researcher is Virginia and Lee McAlester, *A Field Guide to American Houses* (New York: Alfred A. Knopf, 1984). The book has a bibliography in the back that lists other sources in the field, including some regional and local guides. For a guide to commercial and other buildings as well as dwellings, *see* John C. Poppeliers, S. Allen Chambers, Jr., and Nancy B. Schwartz, *What Style is It?* (Washington, D.C.: Preservation Press, 1983). VHS has a notable and rare collection of pattern books. These are the guides to architectural styles and design details used by architects and builders ranging from Thomas Jefferson to local contractors. DHR has a small research library containing many of the most popular

pattern books.

ARCHITECTURAL SURVEY FILES
Locations: DHR, local historical societies.

Since its creation in 1966, DHR has conducted a statewide survey of historic buildings, urban and rural districts, and archaeological sites. Often working with local governments and private organizations, DHR assembles historical, architectural, landscape, and archaeological information, photographs, drawings, and maps for each property surveyed, and the resulting data are added to the DHR archives. If your building has been surveyed, information about it will be in a file at DHR. Also, if your property already is listed in the National Register of Historic Places, a copy of the nomination will be in the files. An individual property may also be located within a surveyed district and there would basic information on the individual property as well as detailed information on the area around it.

BIOGRAPHICAL DICTIONARIES
Locations: LVA; other libraries.

For men and women of national significance, the standard reference source for many years has been Allan Johnson and Dumas Malone, eds., *Dictionary of American Biography* (New York: Charles Scribner's Sons, 1928-1937). Supplements have brought the biographical sketches up to 1980.

Several other biographical dictionaries have been issued, of varying degrees of completeness and accuracy. Perhaps the best-known reliable source is the *Who's Who in America* series, now divided into national regions and, like the *DAB*, available in most libraries. Many libraries also have volumes of *Who was Who* and regional and ethnic biographical directories.

The Publications and Public Affairs Division of the Library of Virginia is preparing a monumental biographical project, the *Dictionary of Virginia Biography*. It will be "a multivolume reference work containing biographies of all Virginians, regardless of place of birth or death, who were significant in the history or culture of their locality, state, and nation, including Kentucky prior to 1792 and West Virginia prior to 1863." The *Dictionary* subjects will go well beyond the obvious categories of politicians and soldiers to include "all Virginians who were notable in local, state, national, or international history—be they farmers, entertainers, artists, scientists, physicians, lawyers, journalists, diplomats, athletes, aviators, musicians, craftsmen, clergy, pioneers, criminals, or poets." The first volume, containing A-B biographies, should be published in the next year or two.

The state archives at the Library of Virginia holds a collection of biographical data that is available on microfilm to researchers. It was compiled by S. Bassett French (1820-1898), a Virginia government official whose avocation was assembling biographical sketches of notable citizens of the nineteenth century. Many of the subjects of this collection are now forgotten figures and biographical data concerning them is hard to come by elsewhere.

It is more difficult to obtain information about architects. The vast majority of Virginia buildings were not individually architect-designed. Most were constructed by local builders and contractors whose names are lost to history. Even when a building is so elaborate or unusual or reminiscent of an architect's known work that a historian would believe that it *must* be architect-designed, often the architect cannot be identified. Many architectural records have come and gone along with the architects.

Most buildings in America have been constructed from stock plans. Until the late nineteenth century, these plans either came from pattern books published by architects or from the minds of the builders, who based them on other structures they had seen or built. Houses individually designed by architects for specific clients were largely the province of the wealthy, not the middle class.

Because architect-designed buildings are relatively rare, architectural historians have been careful to record them. The architectural survey files at the Department of Historic Resources are a rich source of information. Architect-designed buildings are often noted, or at least attributed, in local histories, guides to old houses, and other publications. Information about the architects themselves, their lives and works, is often difficult to come by. One resource is the American Institute of Architects Library and Archives, 1735 New York Ave., NW, Washington, DC 20006-5292; telephone 202-626-7492. The AIA charges for research services, so call or write first.

Fortunately, enterprising architectural historians have combed through newspapers, building permit files, and other records to compile and publish lists of architects and some of their identifiable works. For many years the standard authority on the subject was Henry F. Withey and Elsie B. Withey, *Biographical Dictionary of American Architects (Deceased)* (Los Angeles: Hennessey and Ingalls, 1970). However, a book by John E. Wells and Robert E. Dalton, *The Virginia Architects, 1820-1955: A Biographical Dictionary* (Richmond: The New South Architectural Press, 1997) presents more data than did the Witheys concerning Virginia architects.

BUSINESS RECORDS

Locations: LVA; VM; VHS. Usually in manuscript form, sometimes microfilmed. May contain letters, letter books, ledgers, etc.

One expects to find businesses functioning in the commercial centers of towns and cities, but in rural areas many businesses were conducted in or near one's home. Farmers sometimes owned blacksmith shops or general stores, and the records of these businesses often can tell you something about the people who operated them. Likewise, they can reveal what people were buying, how they furnished and decorated their houses, and how they lived in general.

The Library of Virginia has a large collection of business records, and one series is of particular interest to researchers of houses. It is the papers and photographs of George B. Lorraine, a real estate agent in Richmond and Northumberland County, ca. 1930-1970. He specialized in eastern Virginia houses, especially farms and large estates. For descriptions of this and other business records, *see* Conley L. Edwards III, Gwendolyn D. Clark, and Jennifer D. McDaid, comps., *A Guide to Business Records in the Virginia State Library and Archives* (Richmond: Virginia State Library and Archives, 1994).

If your building was built between 1882 and 1932—particularly if it is stylistically noteworthy and you suspect it was designed by an architect but you do not know his name—you should consult the *Manufacturers Record*, which is available at the Library of Virginia. This weekly business magazine listed construction projects all over the South, including private dwellings, industrial structures, and small businesses as well as public buildings such as courthouses, and gave the names of the architects and contractors.

Other business publications worth consulting, if they exist for your area, are the promotional brochures produced in the late nineteenth and early twentieth centuries by chambers of commerce and railroad companies. They often contain illustrations and descriptions of the homes of prominent citizens, locally important businesses, and tourist attractions.

CENSUS RECORDS

Location: LVA.

The United States has taken a census of its inhabitants every ten years beginning in 1790. Unfortunately, the censuses of 1790, 1800, and 1890 were destroyed by fire; part of the 1810 census also was lost. A microfilm copy of each surviving Virginia census from 1810 to 1920 is at the LVA. In addition, certain special schedules also are available. They include Agriculture, 1850, 1860, 1870, and 1880; Industry, 1820, 1850, 1860, 1870, and 1880; Slaves, 1850 and 1860; and Social Statistics, 1850, 1860, and 1870.

The census of inhabitants did not include the name and age of every person in a family until 1850. Earlier censuses only give the name of the head of the household and the numbers of other household members grouped by age and sex. Beginning with the 1850 census, occupations and literacy are also noted.

The Agriculture schedules tell which crops and livestock were raised; the value of the farm and its equipment; and the number of improved and unimproved acres. A comparison of the various years available yields a fascinating picture of changes in farming.

The Industry schedules list the different kinds of industries active in each locality, including mills, quarries, factories, mines, ironworks, etc. Data includes raw materials consumed, quantities of products manufactured, and the numbers of employees and their wages.

The Slave schedules, unfortunately, do not give the names of the slaves, only their sex and age. They are grouped in each locality under the name of the slave owner.

The Social Statistics schedules list, for each locality, the numbers of schools (with race and numbers of students for each), numbers of churches (with their seating capacities), and denominations by name.

CHURCH RECORDS
Locations: LVA; VHS; individual churches; institutional church repositories.

Church records may contain lists of births, baptisms, marriages, and deaths. They may consist of vestry or session minutes. They may mention the construction or repair of a church building. In other words, their contents may be personal or institutional. They may be kept at individual churches, or in the collections of a church historical society. One of the largest collections of church records (many on microfilm or in other copy formats) is found at the Library of Virginia. *See* Jewell T. Clark and Elizabeth Terry Long, comps., *A Guide to Church Records in the Archives Branch, Virginia State Library and Archives* (Richmond: Virginia State Library and Archives, 1988). The Virginia Historical Society also has original and microfilmed church records.

CITY AND BUSINESS DIRECTORIES
Locations: LVA; VHS; VM; other libraries.

In the mid-nineteenth century, urban centers began to publish directories of inhabitants and businesses. Later in the century, regional directories appeared that generally included a city and surrounding counties at a minimum. The directories are arranged like telephone books, except that they give names, occupations, and street addresses. After 1880, they include a section arranged by street address, so you do not have to know the name of the occupant to locate a property. Most directories also have separate lists of businesses, craftsmen, and tradesmen. They are excellent guides to the occupations and businesses of Virginians during the last century or more and include extensive local advertising.

Examples of directories include: *Elliott & Nye's Virginia Directory, and Business*

Register for 1852; *Randall's Business Directory of Winchester, Berryville, and Front Royal, Virginia* (1892/93); *Virginia Business Directory and Gazetteer* (1878-1917); *Virginia State Business Directory* (1871/72); and many others.

DEEDS

Best location: LVA to approximately 1865, local courthouses thereafter. For urban properties, sart at the Tax Assessor's Office for the most current information and work backwards from there, such as parcel number and deed numbers.
Second best locations: local courthouses and clerks' offices.

Deeds are the records of the transfer of lands and buildings, or personal property, from a seller to a buyer. A deed contains the names of the parties involved, their places of residence, the purchase price, a description of the property (with metes and bounds in the case of land), and legal language ensuring the "quiet and peaceable" possession of the property by the new owner.

Rarely do deeds specifically mention buildings, except in boilerplate legal terms calculated to convey all types of property that is an integral part of the land. Such phraseology may include "all houses, barns, trees, fields, orchards, watercourses," etc., whether or not they actually existed. On the other hand, buildings used for special purposes, such as churches and schools, may be mentioned in deeds. In such cases the property is usually conveyed to or by a group of trustees, a school board or superintendent, and so forth.

It is often difficult to use deeds to trace a particular piece of property containing a house or business, because the deed probably will not mention whether a building stands on the tract, and the boundary description seldom includes enough known landmarks to make the location obvious. If a tract contained more than a few acres, the chances are that pieces were sold off over the years. It is often not possible to tell from the deed alone whether the portion sold contained the building, or whether that part remained with the seller. Confusion can be avoided by using the LAND TAX BOOKS (see below) to trace the property instead, or by examining county plat books if they exist.

For most localities, indexed deed books (in which the deeds were recorded) exist as well as the original documents. The state archives at the Library of Virginia holds many original records. In addition, it has microfilm of the books, through about 1865, available for use in-house and on interlibrary loan.

If you reach a dead end while going backwards through the deeds, keep in mind there are indexes by date ranges listed under both buyers' and sellers' last names.

For lists of the Library's holdings, *see* Suzanne Smith Ray, Lyndon H. Hart III, and J. Christian Kolbe, *A Preliminary Guide to Pre-1904 County Records in the Archives*

Branch, Virginia State Library and Archives (Richmond: Virginia State Library and Archives, [1994]) and Lyndon H. Hart III and J. Christian Kolbe, *A Preliminary Guide to Pre-1904 Municipal Records in the Archives Branch, Virginia State Library and Archives* (Richmond: Virginia State Library and Archives, [1987]).

FAMILY HISTORIES
Locations: LVA; VHS; other libraries.

Two principal centers for genealogical research in Virginia, the Library of Virginia and the Virginia Historical Society, hold large numbers of published genealogies and family histories. In addition, their archives maintain family papers, Bible records, and other documents. For the archival resources in the Library of Virginia, *see* Lyndon H. Hart III, *A Guide to Bible Records in the Archives Branch, Virginia State Library* (Richmond: Virginia State Library, 1985) and *A Guide to Genealogical Notes and Charts in the Archives Branch, Virginia State Library* (Richmond: Virginia State Library, 1983).

HISTORICAL PHOTOGRAPHS AND ILLUSTRATIONS
Locations: DHR; LVA; VHS; VM.

Most buildings have undergone a surprising number of changes since they were built. Owners have replaced roofs, torn down porches, added ells and wings, and redecorated with new woodwork to follow changing fashions, just to name a few common alterations. Sometimes the "ghost" outlines of porches or mantels remain behind to help in restoration, but old photographs can be much more useful.

To find such photographs, look first at published local or regional histories, especially those with an "old homes" approach. Ask at local public and college libraries, too, as many have newspaper and manuscript files on their communities that may include old photographs.

If there is an architectural survey file at the Department of Historic Resources, or if your building is listed in the Virginia Landmarks Register or the National Register of Historic Places, the relevant DHR files may contain historic photographs. Likewise, such photos may be found in the picture and post card collections at the Library of Virginia, the Virginia Historical Society, and the Valentine Museum, which has the notes and photographs of Mary Wingfield Scott, Richmond's foremost early- to mid-twentieth-century architectural historian and preservationist. The Library of Virginia holds two collections that contain photographs dating to the 1930s: the George B. Lorraine real estate company (*see* BUSINESS RECORDS above) and the WORKS PROGRESS ADMINISTRATION HISTORICAL INVENTORY PROJECT (below).

Besides photographs, look for other kinds of illustrative material, such as old engravings and paintings of towns and cities. In the nineteenth century, "bird's-eye views" of towns and cities were painted and engraved, often in amazing detail. Also, thousands of photographs and field drawings made during the Civil War were reproduced in magazines and newspapers as engravings, particularly in *Harper's Weekly* and *Frank Leslie's Illustrated Newspaper*. These engravings have been widely reproduced in illustrated histories of the war.

LAND TAX BOOKS

Best location: LVA. Almost complete original records, 1782-present. Land taxes 1782-1850 have been microfilmed; film may be borrowed on interlibrary loan. Second best locations: County and city courthouses. Records tend to be spotty and incomplete.

Virginia's land tax records begin in 1782 and still are being compiled. They are arranged alphabetically by county and independent city, then chronologically. A given locality may have more than one tax book per year; as the population increased the locality was divided into districts or wards, each with its own volume. Within each volume the taxpayers are listed alphabetically (until the twentieth century by the initial letter of the last name). Beginning in the 1880s they were grouped by race.

From 1782 to 1819 the records give the following information: name of taxpayer; number of acres in tract; value per acre; total value of tract; amount of tax; remarks. From 1820 to the present the records show the following: name of taxpayer; county or city of residence; number of acres in tract; value per acre; value added to property because of buildings; total value of tract; amount of tax on land and buildings; remarks. In addition, after 1819—and sometimes before—there are columns for the location of the property ("Staunton River"; "Coles Hill"; "Woodlands"; "adj. [adjacent to] Charles Carter") and its approximate distance and direction from the courthouse ("12SE"="twelve miles southeast").

Of particular importance to researching a historic property are the columns for the value added because of buildings and for remarks. If a building is constructed on the tract it usually is noted in both columns. For instance, an increase in the first column from $500 to $2,000 should be noted as well as a comment on the order of "$1,500 added for new construction" under remarks. If the property is sold or subdivided, the remarks column usually notes that fact ("30 acres to Joseph Smith"). If the 30-acre tract is what you are interested in, you will find it listed under "Smith, Joseph."

A warning: sometimes a change in the column for value added because of buildings indicates a tax reassessment rather than new construction. Statewide reassessments were made in 1817, 1819-1820, 1839-1840, 1850, 1856, 1870, 1872, 1875, and every five years thereafter. Do not assume that an increase in the value added column during or just after one of those years means new construction; check the remarks column for a clear statement to that effect. Look at other properties in the tax list; if their values also changed, then you are in a reassessment year. Remember that a decrease in the value added column does not necessarily mean that buildings were destroyed or demolished. It probably indicates a reduction in the value of an older building during a reassessment year.

What can you conclude from the values assigned to buildings? As a very rough rule of thumb, in the first half of the nineteenth century, a value of $500 or so might indicate a small story-and-a-half frame dwelling. A value of $1,500 or $2,000 could suggest an elaborate frame house or a relatively modest two-story brick dwelling one room deep. Values of more than $3,000 generally hint at mansion-sized houses, often of brick, two stories high, and two rooms deep on each story. The value declined as a house aged and deteriorated.

Churches and schools, which are owned by religious bodies and local governments, are not subject to taxation. The land tax books can still be of some use, however; if the land was conveyed by a private citizen to a congregation or school board, that transfer may be noted under the citizen's name in the year it took place. This notation may substitute for the missing deeds of a county that has lost its records through some disaster.

For more information about land taxes, *see* Library of Virginia, Archives Research Notes Number 1, *Using Land Tax Records*, available from the Library of Virginia.

LOCAL AND STATE HISTORIES

Locations: DHR; LVA; VHS; local libraries.

The best one-volume guide to the history of Virginia is Emily J. Salmon and Edward D. C. Campbell, Jr., eds., *The Hornbook of Virginia History*, 4th ed. (Richmond: Library of Virginia, 1994). Besides presenting a brief narrative history of the state, the *Hornbook* serves as "a ready-reference guide to the Old Dominion's people, places, and past." It contains lists of the state's executive officers, "Virginians in the Nation's Service," counties, cities, colonial parishes, rivers, selected historic places of worship and houses, as well as a host of other data.

Histories have been published about most of the cities, counties, and regions of Virginia. They vary widely in accuracy, scholarship, and reliance on local tradition or documentary sources. Your property or its owners may be mentioned, but you should exercise caution in assessing what is written, especially concerning the dates ascribed to early buildings.

You should consult your local public or college libraries for unpublished collections of notes and clippings as well as for printed histories. Many a local historian has spent years compiling data but never gotten around to writing or publishing the results.

MAPS; PLATS; ATLASES

Locations: DHR; LVA; VHS; VM.

The Library of Virginia and the Virginia Historical Society have large collections of maps, ranging from general maps of the state to specialized maps showing the surveyed routes of turnpikes and railroads. Maps can be very useful in getting you started on the way to tracing the ownership of your property, especially if you are uncertain of the names of the owners in the nineteenth century and earlier. For example, if you own a house that was constructed in a style popular in the mid-nineteenth century, such as the Greek Revival, it likely was built before the Civil War. It probably will appear on Civil War-era maps with the name of the owner or occupant noted. You can now go from the map to the LAND TAX BOOKS (*see* above) and begin tracing the line of ownership.

For many years beginning in the 1870s, the Sanborn-Perris Map Company produced maps of towns and cities for use by insurance companies. These maps showed the configuration or "footprint" of each building on its lot, noted the materials of which it was constructed, and indicated its function. They are an invaluable source of information for all kinds of structures in urban settings. A complete set of original maps is in the Library of Congress; the Library of Virginia has a microfilm copy, as well as many originals. The Valentine Museum has a card index to properties noted on the maps for the city of Richmond.

Sometimes plats of specific tracts of land (*see* PATENTS AND GRANTS below) are filed in map collections. They typically note the metes and bounds of the tracts, as well as any roads or watercourses that border or cross the boundaries. You may occasionally find a plat on which a stylized dwelling or other building is drawn.

City and county courthouses often contain record groups that include plats and other useful information concerning buildings and their owners. You may find plat books that date to the colonial period in some localities. In the late nineteenth and early twentieth centuries, many farmers went bankrupt, resulting in hundreds of lawsuits. Often the court papers contain plats and accounts of land divisions. Finally, beginning in the late nineteenth century, many localities (especially cities) began issuing building permits. Frequently, plats and drawings are found in the permit files.

Atlases can also be useful sources of information about standing structures. One of the best is *The Official Atlas of the Civil War* (New York: T. Yoseloff, 1958), which was compiled from the official records of the war. If your building was constructed before the war began, and if there was military activity in or near your county, there is a good chance that the property and the name of its owner or occupant will appear in this atlas.

For more information about maps, *see* Library of Virginia, Archives Research Notes Number 4, *Using the Map Collection in the Archives*, available from the Library of Virginia.

MUTUAL ASSURANCE SOCIETY OF VIRGINIA
Locations: DHR; LVA. Assurance declarations are indexed under the city or county in which the property is located by the name of the person taking out the policy, and by the name or type of property.

The "Mutual Assurance Society, against Fire on Buildings, of the State of Virginia," was incorporated by the General Assembly on 22 December 1794, and still is in operation. It is not so much an insurance company as a mutual aid society whose members have pooled their resources for the protection of each property. Initially, the Society assured against losses on brick and frame buildings in Virginia, present-day West Virginia, and the District of Columbia. In 1820 it stopped assuring frame structures, and in 1822 it abolished its country branch, no longer assuring buildings not located in towns or cities. Its insurance policies, or "declarations," are fascinating historical documents that contain descriptions of many Virginia houses and commercial buildings, and a smaller number of churches, schools, and public buildings. Usually each declaration includes the value of each building insured; a drawing showing the relationship and distance from one building to another (and sometimes a front elevation of the principal building); and a description of each building ("A dwelling house 32 feet by 20 one storey high with a shed of 10 feet by 10 on one side with a porch at the side of the shed 8 feet by 10, [walls] built of wood and covered with wood [shingles]"). Since properties were frequently revaluated, succeeding declarations often show additions to the original building, new outbuildings, and new uses for old buildings.

Some caution should be exercised when using these records, however. Just because a policy was taken out in 1806, for example, does not necessarily mean that the structure was newly built. It could have been an older building insured for the first time. Near the bottom of the policy is a paragraph that will state both the insured amount (the "present value") and the replacement cost: if they are identical, the building was new; if the present value is less than the replacement cost, then the building was not new and a deduction was made for deterioration. Also, owners were not obliged to insure every building; often, for instance, only the main house and kitchen were insured but not other outbuildings. In other words, the declarations may not list every structure on the site.

NEWSPAPERS
Locations: LVA; VHS; VM; other libraries.

Although newspaper publishing in Virginia dates to the eighteenth century, and many papers have opened and folded over the years, there may be few extant copies of early small-town newspapers. For a list of known copies of Virginia newspapers (as of 1936), *see* Lester J. Cappon, *Virginia Newspapers, 1821-1935: A Bibliography* (New York: D. Appleton-Century Co., Inc., 1936). Virginia's colonial newspaper, the *Virginia Gazette*, has been indexed. *See* Lester J. Cappon and Stella F. Duff, *Virginia Gazette Index, 1736–1780* (Williamsburg: Institute of Early American History and Culture, 1950).

The Library of Virginia holds thousands of original newspapers, as well as copies on microfilm. They also have a subject file for news articles called "the Freeman File" which can be obtained from the reference desk. To find out if a particular newspaper exists, write the Library.

Many libraries hold newspaper clippings under various subjects, or indexes to birth, marriage, and death records published in the papers and abstracted by local historians and genealogists. Also, nineteenth- and twentieth-century newspapers sometimes carried articles about ground-breaking or opening ceremonies for important commercial and public buildings, as well as photographs, drawings, and illustrated advertisements that may show you how an old mercantile structure looked when it was new. The articles and illustrations also may give the name of the architect or builder.

PATENTS AND GRANTS
Location: LVA.

The state archives at the Library of Virginia holds the records of the Land Office, including patents and grants. The royal governors of Virginia issued patents in the name of the king between 1623 and 1774. After an interlude because of the Revolutionary War, the state's elected governors began issuing land grants in 1779. In the Northern Neck Proprietary (that part of Virginia north of the Rappahannock River), the Fairfax family issued its own grants between 1690 and 1808.

Colonial patents were in effect purchases of land directly from the royal government rather than from another subject. Anyone could pay the fees and obtain a patent; although the document was issued in the name of the king, it did not mean that the king and the recipient knew each other (the statement is sometimes made that someone "received a patent from the king").

Some patents were issued for the importation of "headrights." To encourage immigration to the colony, fifty acres of land could be claimed by anyone paying for an immigrant's transportation. Often the names of the immigrants were included in the patent document. This fact is sometimes construed to mean that the immigrant arrived from England in the year the patent was issued, but that was not necessarily the case. The patent was issued after proof that the transportation fees were paid, and the process could have taken some years. Also, the immigrants could have been from countries other than England, or even from other colonies. Finally, just because the patent was issued for land in a particular county, that does not mean that the immigrant lived there, only that the county was where the vacant land was found.

Because patents—and grants—were issued to encourage actual settlement and not land speculation (although the latter occurred anyway), the recipients were given three years to "seat and save" the patent, which otherwise would revert to the colony. In other words, the patentee was supposed to erect a building on the land and improve part of it within three years. Sometimes present-day owners assume, erroneously, that a dwelling obviously dating from the colonial period was built the year the patent was issued. It is far more likely that the patentee erected some temporary structure, now long-vanished, and that the dwelling currently standing was built a generation or more later. This is certainly true of seventeenth-century patents and generally true of those issued in the eighteenth century.

Besides the patents and grants, which like deeds give the metes and bounds of the property, the researcher will find the extant plats useful. Unfortunately, the Land Office burned the plats annually before 1774 once the patent had been issued, so few colonial plats survive. An exception is the Northern Neck Proprietary, which kept its plats. Plats are generally available after 1779 statewide, and some of them show—besides the boundaries of the property—watercourses, woodlots, and dwellings.

For a detailed list of all the records of the Land Office, *see* Daphne S. Gentry, comp., and John S. Salmon, ed., *Virginia Land Office Inventory*, 3d ed., rev. and enl. (Richmond: Virginia State Library and Archives, 1988). *See also* Nell Marion Nugent, *Cavaliers and Pioneers*, 3 vols., in various editions, for abstracts of patents, 1623–1732. Two additional volumes, published by the Virginia Genealogical Society, have brought the series up to 1749. These are also now searchable online under the digital library/land records.

PERSONAL PAPERS

Locations: LVA; VHS; VM.

Letters, diaries, unpublished memoirs, and other items comprise personal papers collections at several repositories. Perhaps the two largest collections in Virginia are found at the Virginia Historical Society and the Library of Virginia. These papers may tell you about the private and public lives of owners, the construction and maintenance of their houses and commercial buildings, and the operation of their farms and businesses. All of the repositories holding personal papers have guides or indexes to them for use in-house.

A frequent shortcoming of letters and diaries is that their authors often omit any mention of the familiar: a diarist may live in a house for years and yet never describe it directly. On the other hand, a traveler who keeps a diary or writes letters about his journey may comment at length on what to him appears unusual, often in highly opinionated and judgmental language. Look, then, for travelers' diaries and letters that pertain to your area; some may have been published in local historical society magazines.

PERSONAL PROPERTY TAX BOOKS

Best location: LVA. Almost complete original records, 1782-present. The library began microfilming the tax books, 1782-1850, in alphabetical order by locality, but has not completed the project. The existing film is available on interlibrary loan. Second best locations: County and city courthouses. Records tend to be spotty and incomplete.

The personal property tax books can help you assess the relative prosperity of your building's owners, based on personal property owned and taxes paid. The books give the following information: name of taxpayer; number of horses; number of cattle (during a few early years); number of slaves above age twelve (through 1863); other categories of taxes levied; and amount of taxes paid. Beginning in the late nineteenth century, taxes were levied almost exclusively on machinery, vehicles, and intangible personal property such as bonds. Usually the tax books also list by name the persons who received licenses to operate taverns, ordinaries, businesses, and other occupations.

The categories of taxes levied on personal property in 1815 were increased significantly to pay for the War of 1812. Carriages, paintings, gold watches, billiard tables, and a wide variety of other items were taxed, making the tax books for this year a rich source of information concerning personal belongings. Also taxed were dwellings located in the country worth more than $500 (the number of dwellings and their value, or sometimes only the difference between $500 and their value, is given). This is the only year in which buildings were mentioned in the personal property tax books.

No tax books exist for the years 1808 or 1864. In 1808, the General Assembly ordered the commissioners of the revenue not to collect taxes that year. On 3 March 1864 the legislature suspended the revenue act because the treasury already held adequate funds.

For more information about personal property taxes, *see* Library of Virginia, Archives Research Notes Number 3, *Using Personal Property Tax Records in the Archives*, available from the Library of Virginia.

PROFESSIONAL DIRECTORIES
Locations: LVA; other libraries.

If you know the profession or trade of an owner of your house or commercial structure, he may be listed in a published directory of professions or trades. Many such directories have been printed, and each is a sort of *Who's Who* for a particular occupation. Besides outlining professional careers, the directories may give personal data as well.

STUDENT PAPERS
Locations: DHR; University Libraries

Student Papers often provide a solid beginning for research on topics including buildings, architects, owners, architectural materials, etc. For example, Virginia Commonwealth University has courses whose professors require well researched papers on buildings and style information around the city of Richmond. These papers should also include solid bibliographies that will lead a researcher back to original referenced material.

TAX ASSESSOR'S OFFICE
Locations: City Hall Buildings

The Tax Assessor will have the most current information on properties within its city, including current owner, most recent deed purchase, and tax parcel number. This will provide a starting point for deed research and provide some current property information such as lot size, building materials, date of construction, addition dates.

THEME FILES
Locations: DHR, LVA, VM, other libraries

Many facilities have files on subjects that include things such as unpublished papers or news clippings. For example, DHR has files under subject headings such as; bridges, barns, ironwork, and Colonial buildings, while the Richmond Public Library has files under headings such as; street names, company names, and individual's last names. Ask the archivist or someone at the reference desk for assistance.

VITAL STATISTICS RECORDS
Location: LVA.

The state did not begin keeping vital records (births, marriages, deaths) until 1853. Before then, birth and death records were maintained (if at all) by churches (*see* CHURCH RECORDS). Marriage bonds, and in many cases records of marriages, were kept by county and city governments before 1853.

The Library of Virginia has microfilm copies of the state's records of births (1853-1896), marriages (1853-1935), and deaths (1853-1896). It also has indexes to the birth and marriage records, in the latter case by both groom and bride. No index to death records has been compiled.

Birth and death records were not kept by the state between 1897 and 1911. Beginning in 1912 for those records, and 1936 for marriage records, you must apply in person at the Department of Health in Richmond and pay a fee. Birth and death records are released only to relatives or lawyers; you can obtain copies if you submit a letter of permission from the family. For further information, write the Department of Health, Division of Vital Records, Madison Building, Richmond, VA 23219; or telephone 804-786-6228.

For more information about vital statistics records, *see* Library of Virginia, Archives Research Notes Number 2, *Using Vital Statistics Records in the Archives*, available from the Library of Virginia.

WILLS, INVENTORIES, AND ESTATE DIVISIONS
Best location: LVA. Second best locations: local courthouses and clerk's offices.

Wills present the deceased's wishes as to the distribution of his or her estate.

Inventories list personal property, excluding land, and sometimes indicate the tract on which the property was kept, or the room in the house or commercial structure in which it was found. Divisions of estates, often made when there was no will or when a will was disputed by the heirs, often include land as well as other property. Sometimes plats are recorded along with the divisions.

For most localities, indexed will books (in which all the foregoing documents were recorded) exist as well as the original papers. The state archives at the Library of Virginia holds many original books and papers. In addition, it has microfilm of the books, through about 1865, available for use in-house and on interlibrary loan.

For lists of the Library's holdings, *see* Suzanne Smith Ray, Lyndon H. Hart III, and J. Christian Kolbe, *A Preliminary Guide to Pre-1904 County Records in the Archives Branch, Virginia State Library and Archives* (Richmond: Virginia State Library and Archives, [1994]) and Lyndon H. Hart III and J. Christian Kolbe, *A Preliminary Guide to Pre-1904 Municipal Records in the Archives Branch, Virginia State Library and Archives* (Richmond: Virginia State Library and Archives, [1987]).

WORKS PROGRESS ADMINISTRATION HISTORICAL INVENTORY PROJECT
Best location: On line, through the LVA web site.

The WPA Historical Inventory Project, one of President Franklin D. Roosevelt's New Deal programs, began in November 1935 and ended by 1939. It employed clerks, writers, and editors to survey and record the historic cultural and architectural resources of the state. The field workers wrote descriptions and took photographs of thousands of buildings, objects, and structures. The quality of these reports varies widely, and they often contain a mixture of documented facts and local legends. The photographs are always useful, however, as records of a building's appearance in the late 1930s.

The Library of Virginia holds the original files and photographs. These records are now available on line. Searching may be done by keyword, by category, as well as through scanned copies of the 1930s-era highway maps used to record the locations of the historical resources that were recorded during this project. Microfilm copies of the project files in alphabetical order by locality (Film 509; 30 reels) are available for use at the Library of Virginia as well, and for interlibrary loan within the state. Every county and city in Virginia is represented in the files except for the counties of Amelia, Bland, Brunswick, Charles City, Charlotte, Clarke, Essex, King and Queen, Mathews, Richmond, and Smyth. The photographs of houses, churches, schools, businesses, and other buildings that accompanied the files were separated from them before microfilming and were then transferred to the library's Picture Collection. You will need to examine the microfilm and visit the Picture Collection in order to see the complete record in person. The online records include the images with TIFF files of each individual page of the record for the property or object.

THE PRINCIPAL REPOSITORIES

VIRGINIA DEPARTMENT OF HISTORIC RESOURCES
2801 Kensington Avenue
Richmond, VA 23221
(804) 367-2323 Ext. 125 (archives)
www.dhr.virginia.gov

Hours: 8:30 A.M-4:30 P.M., Tuesday-Friday. Closed on Mondays, Saturdays and state holidays.
Telephone inquiries?: Yes, but much better to come in person and review the files yourself.
Custodian of the official state survey of Virginia's historic resources and archaeological sites. More than 130,000 files.

LIBRARY OF VIRGINIA
800 East Broad Street
Richmond, VA 23219
(804) 692-3500
www.lva.lib.va.us

Hours: Check for current hours of operation. Closed on state holidays.
Telephone inquiries?: No, except for general questions about the availability of records; for specific research queries, you must come in person or request interlibrary loan microfilm if available.
The research library at the seat of government and custodian of the official records of the Commonwealth.

VALENTINE MUSEUM: RICHMOND HISTORY CENTER
1015 East Clay Street
Richmond, VA 23219
(804) 649-0711
www.valentinemuseum.com

Hours (for library use): Check for current hours of operation; by appointment only. Nominal fee.
Telephone inquiries?: Yes, but much better to visit in person.
The museum of the city of Richmond, it includes artifacts, a library, a photo archive, and a manuscript collection.

VIRGINIA HISTORICAL SOCIETY
428 North Boulevard
Richmond, VA 23221

(804) 358-4901
www.vahistorical.org

Hours: 10:00 A.M.-5:00 P.M., Monday-Saturday; galleries only, 1:00-5:00 P.M., Sunday. Closed most holidays. Nominal fee.
Telephone inquiries?: Yes, but much better to come in person or to request films and books through interlibrary loan.
Called "The Center for Virginia History," the Virginia Historical Society includes a historical museum, a library, and a large manuscript collection. Many of the manuscripts are cross-referenced in card catalogs.

LOCAL REPOSITORIES

In addition to the repositories listed above, you may need to visit others locally to see specific public records. Building permits typically are found at city or town halls. Court records, deeds, wills, and the like that are not in the state archives at the Library of Virginia (on film or in the original) are maintained at the clerk's offices in Virginia's county seats. Some local government offices will answer telephone inquiries, but many are so busy that you are better advised to write or—first choice—visit the office yourself. Many local libraries (public, university, or collegiate) have area history rooms or collections, as well as student papers on surrounding architectural themes. Similarly, county or city historical societies or museums may hold photographs, newspaper files, and other information about area businesses, houses, churches, schools, and other buildings.

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